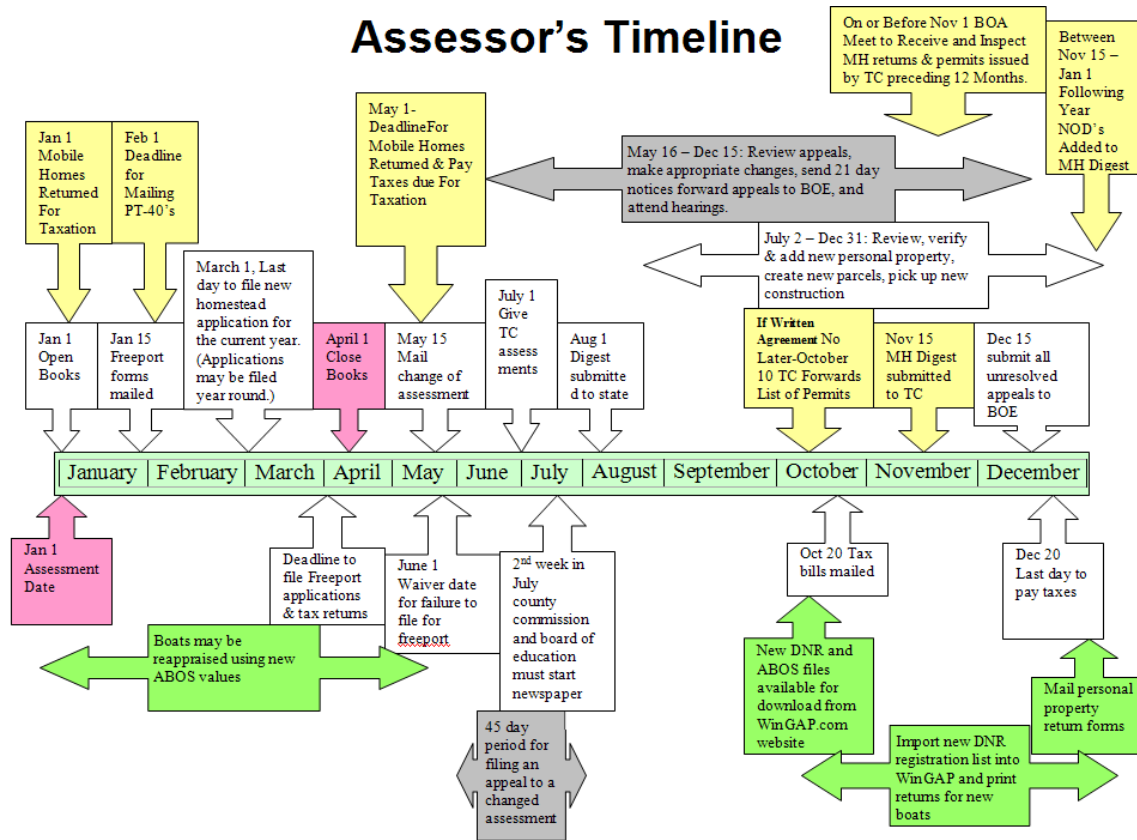


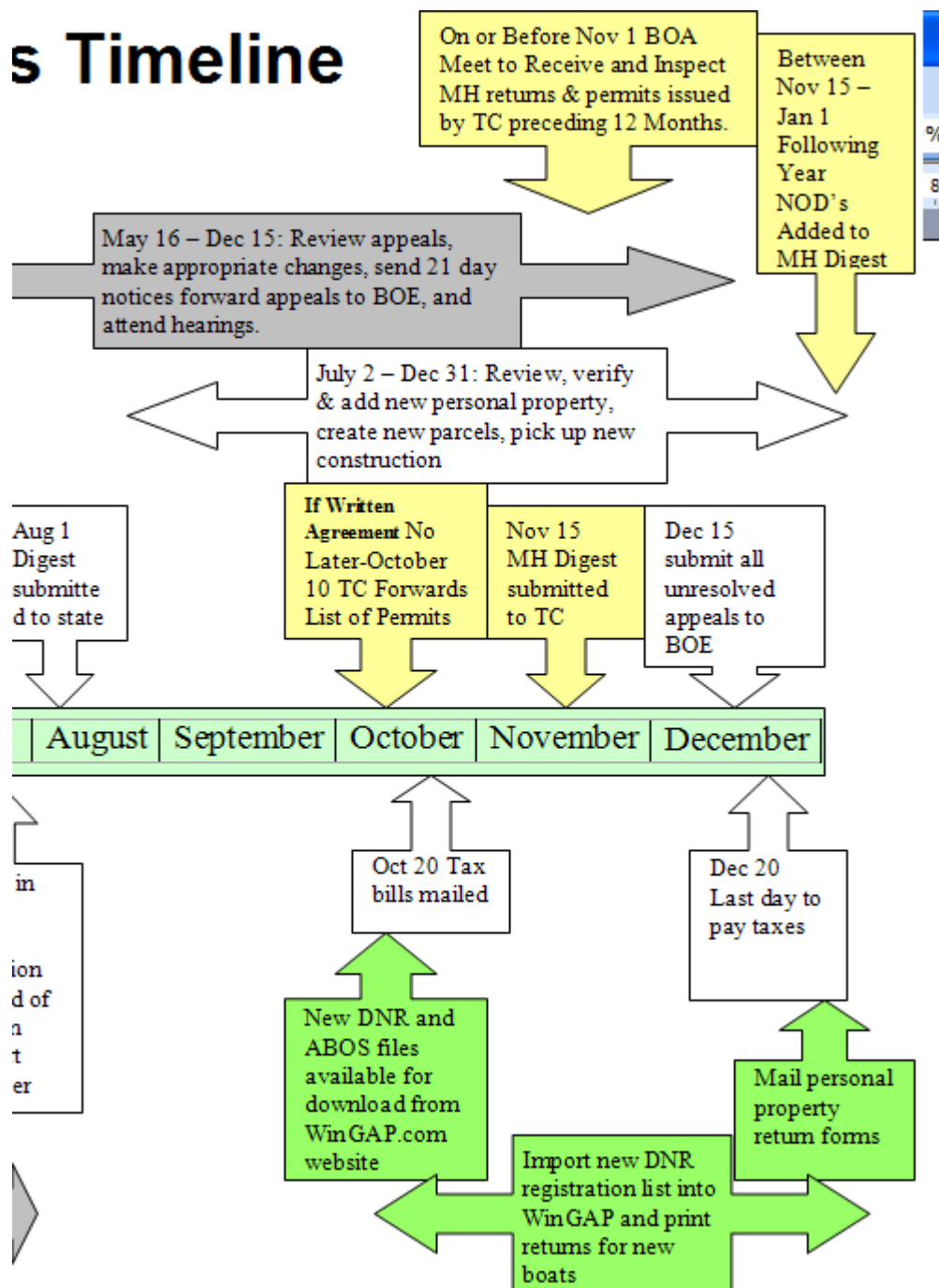
## Digest Procedures

- Yearly Time Line for Building Digest



## WinGAP Technical Workshop

- Assessors Timeline (After Digest Submission)

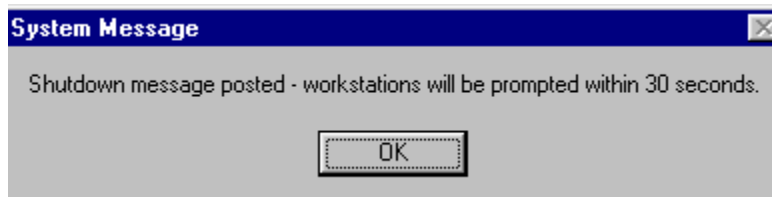


## WinGAP Technical Workshop

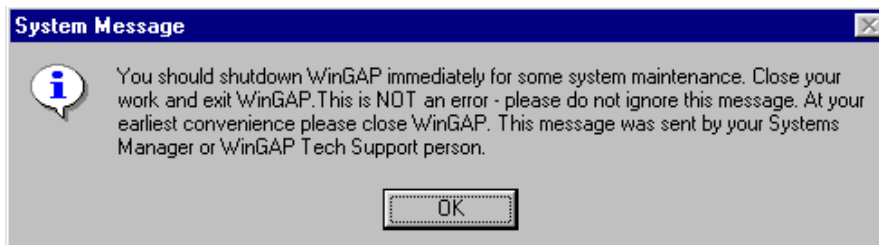
- **Year End Cleanup**

### Broadcast Shutdown Message

When WinGAP is run on networks, occasionally it is necessary to get all users out of the program to perform certain WinGAP maintenance functions, such as reindexing, year end cleanup, or program updates. The Broadcast Shutdown Message option on the Tools>File Maintenance Menu makes it easy for the WinGAP System Manager or WinGAP Technical Support agent to send a message to all WinGAP users that they need to temporarily get out of WinGAP. Clicking the Broadcast Shutdown Message produces the following window, informing the Systems Manager that the message has been sent over the network.



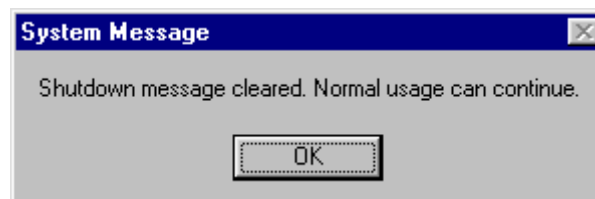
Within 30 seconds of the Systems Manager sending the message, users on each computer on the network that are running WinGAP at the time the message is sent will receive the following message.



Until the user exits WinGAP, they will continue to receive this message about every 30 seconds. The message is generated by a text file that the Systems Manager sends to each users' computer. Once the system or program maintenance is finished, the Systems Manager can delete the message text file on each users' computer so that the Shutdown Message will not reappear once they go back into WinGAP (see Clear Shutdown Message, discussed next). The users must be told verbally or by other means that WinGAP is once again available for use.

### Clear Shutdown Message

When the system or program maintenance that required users to exit WinGAP is completed, the WinGAP Systems Manager can delete the message text file that is sent to WinGAP users by clicking the Clear Shutdown Message option on the Tools>File Maintenance Menu. The following message will appear on the Systems Manager's computer.

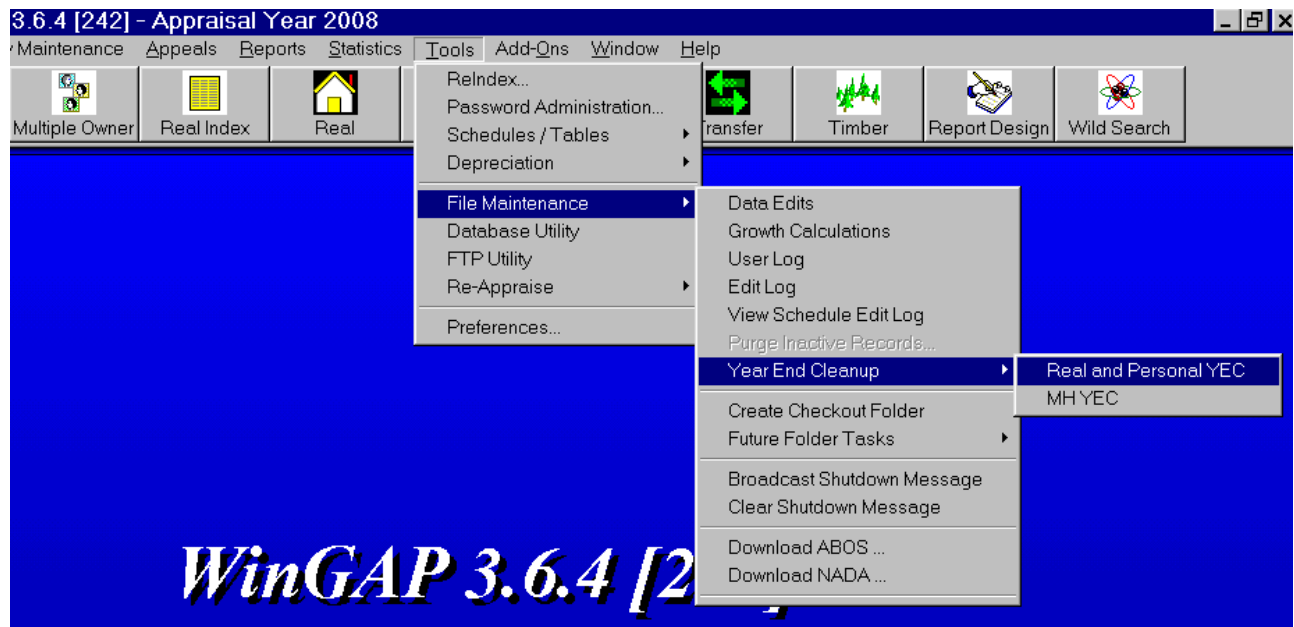


WinGAP users must be told verbally or by other means that WinGAP is once again available for use.

## WinGAP Technical Workshop

### Performing Year End Cleanup

After all work on the County's tax digest has been finished for the year, the tax digest has been approved, and prior to beginning digest work for next year, the Year End Cleanup option on the Tools>File Maintenance Menu should be performed. **Before this procedure is run, a backup of the current Appraisal Year folder, for example 2008, should be made and the files archived.**



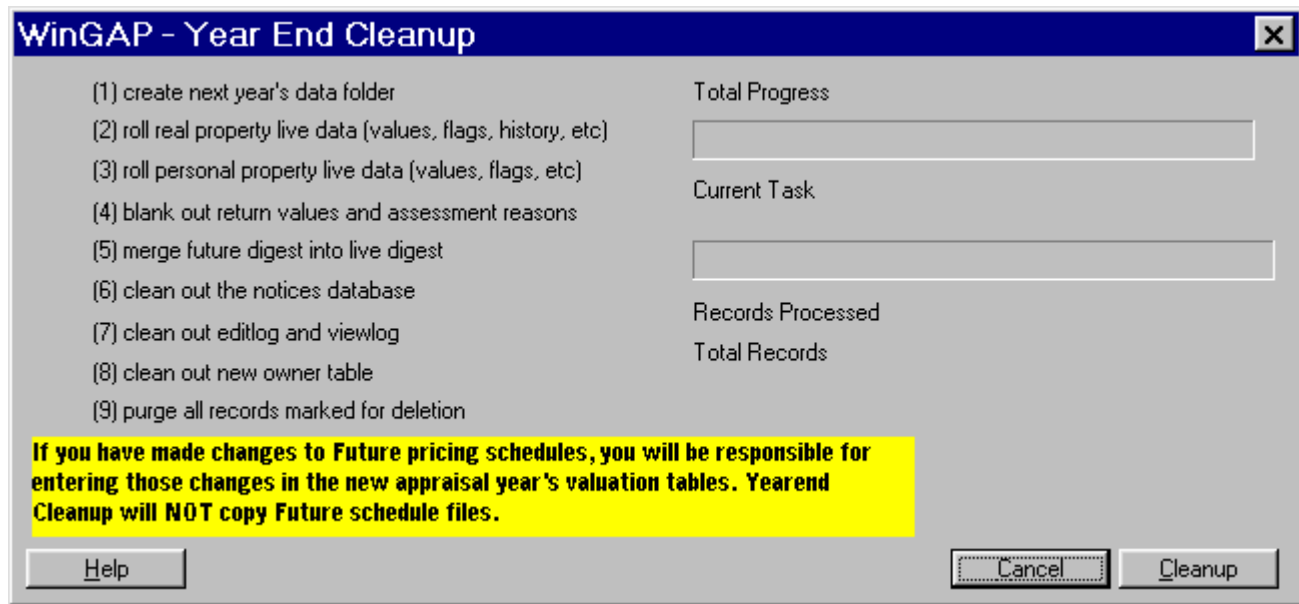
The **Year End Cleanup** option on the **Tools >> File Maintenance Menu** produces a submenu with two options: **Real and Personal YEC (Year End Cleanup)**, and **MH YEC (Manufactured Housing Year End Cleanup)**. Each of these options are explained below.

- **Real and Personal YEC**

After all work on the County's tax digest has been finished for the year, the tax digest has been approved, and prior to beginning digest work for next year, the **Real and Personal YEC** option on the **Tools >> File Maintenance >> Year End Cleanup** Menu, above, should be performed.

Clicking on the Year End Cleanup option produces a window that informs the user of the actions that Year End Cleanup will perform, as seen on the next page.

## WinGAP Technical Workshop



The image shows a Windows-style dialog box titled "WinGAP - Year End Cleanup". It has a blue title bar with a close button (X) in the top right corner. The main area is divided into two columns. The left column contains a numbered list of nine tasks: (1) create next year's data folder, (2) roll real property live data (values, flags, history, etc), (3) roll personal property live data (values, flags, etc), (4) blank out return values and assessment reasons, (5) merge future digest into live digest, (6) clean out the notices database, (7) clean out editlog and viewlog, (8) clean out new owner table, and (9) purge all records marked for deletion. The right column contains three labels: "Total Progress" with a progress bar, "Current Task" with a progress bar, and "Records Processed" and "Total Records" with empty text fields. Below the task list, there is a yellow highlighted box containing the text: "If you have made changes to Future pricing schedules, you will be responsible for entering those changes in the new appraisal year's valuation tables. Yearend Cleanup will NOT copy Future schedule files." At the bottom of the dialog, there are three buttons: "Help", "Cancel", and "Cleanup".

WinGAP - Year End Cleanup

(1) create next year's data folder  
(2) roll real property live data (values, flags, history, etc)  
(3) roll personal property live data (values, flags, etc)  
(4) blank out return values and assessment reasons  
(5) merge future digest into live digest  
(6) clean out the notices database  
(7) clean out editlog and viewlog  
(8) clean out new owner table  
(9) purge all records marked for deletion

Total Progress  
Current Task  
Records Processed  
Total Records

**If you have made changes to Future pricing schedules, you will be responsible for entering those changes in the new appraisal year's valuation tables. Yearend Cleanup will NOT copy Future schedule files.**

Help Cancel Cleanup

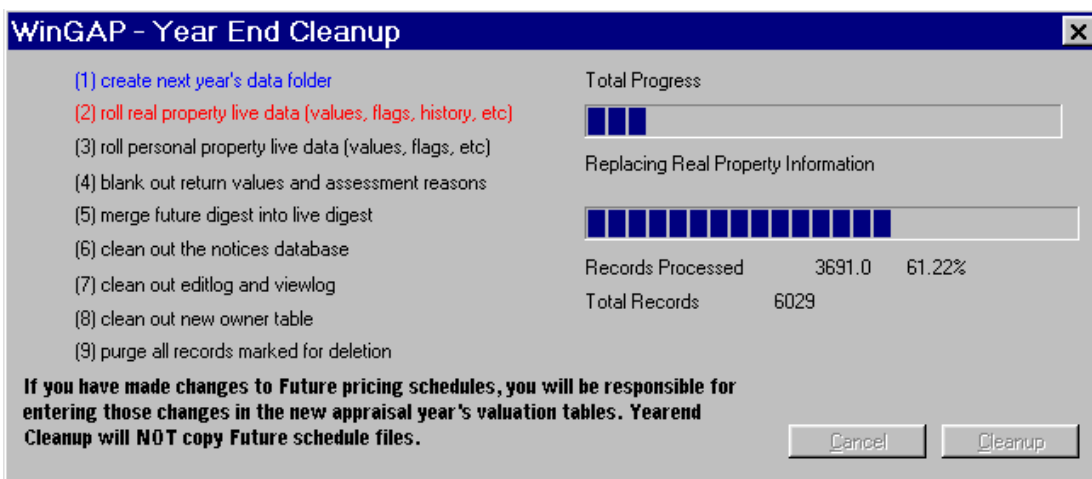
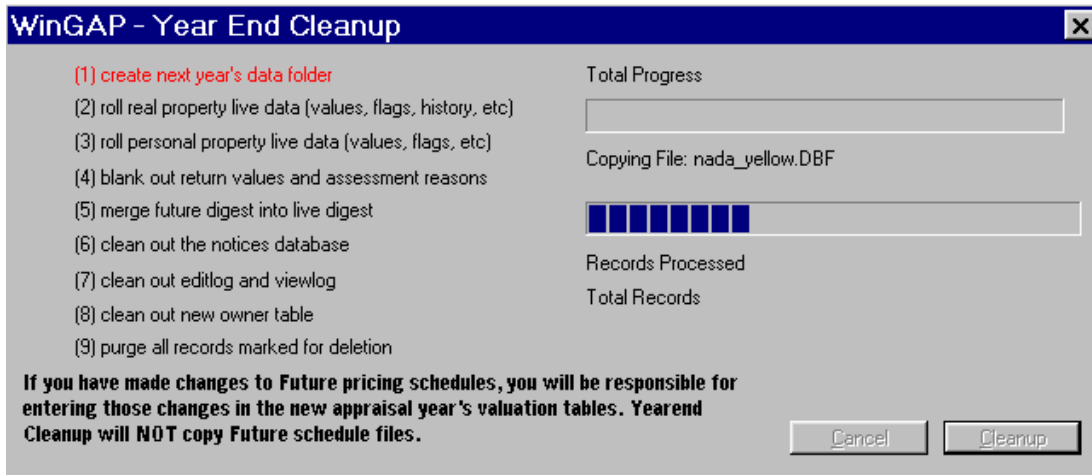
As shown on the screen, Year End Cleanup performs nine different procedures:

- 1) Create next year's data folder;
- 2) Roll real property live data, such as values, flags, and history into next year's data folder;
- 3) Roll personal property live data, (values, flags, etc.) into next year's data folder;
- 4) Blank out return values and assessment reasons;
- 5) Merge future digest into live digest;
- 6) Clean out the notices database;
- 7) Clean out editlog and viewlog;
- 8) Clean out new owner table;
- 9) Purge all records marked for deletion.

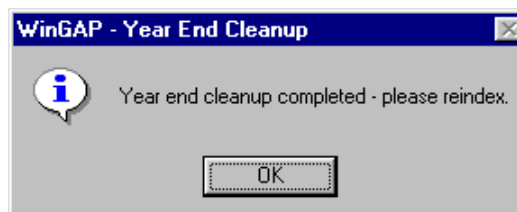
These procedures should be read carefully. If the user is unsure whether to perform these procedures, the Cancel Button should be clicked to return to the main WinGAP screen. Otherwise, the Cleanup Button should be clicked to begin Year End Cleanup. As this process goes forward two bar graphs will display the progress, and the description of each item being processed in the list of procedures will first turn red, then blue when it is completed, as is seen in the two images on the next page. Various messages will also display between the two bargraphs as the Year End Cleanup process continues. Depending upon the number of real property parcels, personal property accounts, improvements, sketches, etc., the process could last from less than a minute to a few minutes.

**NOTE:** As highlighted on the Year End Cleanup form in YELLOW, if the Assessors' Office has made changes to the Future pricing schedules, those changes must be re-entered in the new appraisal year's schedule tables. Year End Cleanup will NOT copy schedule files.

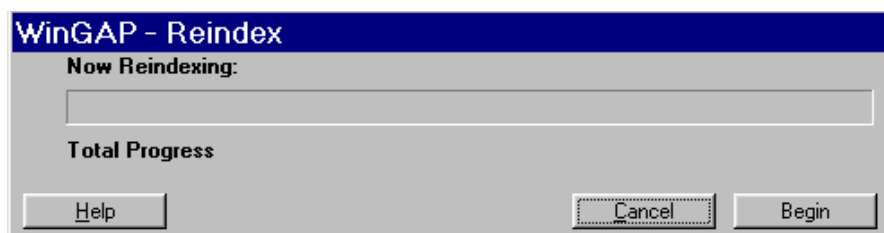
## WinGAP Technical Workshop



When Year End Cleanup is finished, a reindex message will appear informing the user of the need to reindex, as shown below.



Clicking the OK button will produce the Reindex window, below, where the Begin Button can be clicked to start the reindex process. When reindexing is finished, the user will be returned to the main WinGAP screen.

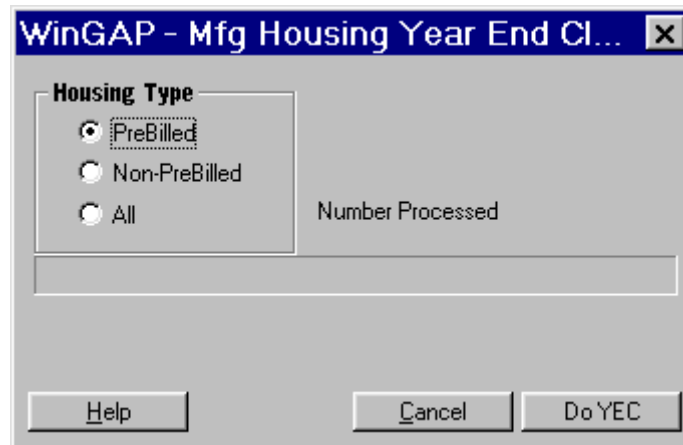


## WinGAP Technical Workshop

- **MH YEC**

**NOTE:** If the Manufactured Housing Year End Cleanup was run after the MH Digest Export was concluded, it should not be run with this option unless there are changes that need to be incorporated into the previous year's data.

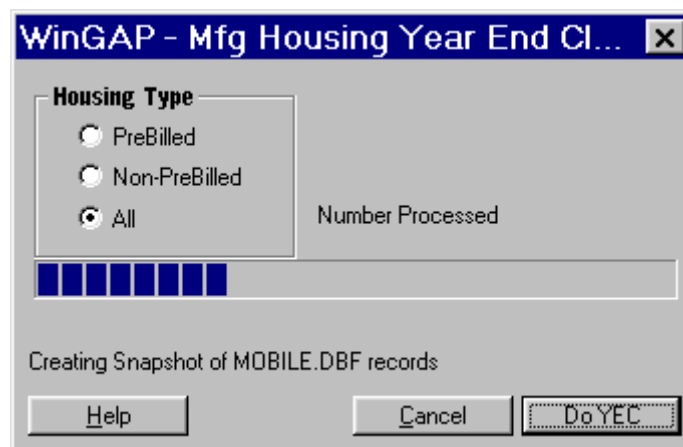
After all work on the County's Manufactured Housing digest has been finished for the year, the tax digest has been approved, and prior to beginning digest work for next year, the **MH YEC** option on the **Tools >> File Maintenance >> Year End Cleanup** Menu, above, should be performed. Selecting this option will produce the MH Housing Year End Cleanup Form, as seen on the next page.



The dialog box is titled "WinGAP - Mfg Housing Year End Cl...". It contains a "Housing Type" section with three radio buttons: "PreBilled" (selected), "Non-PreBilled", and "All". To the right of these buttons is a label "Number Processed" above a text input field. At the bottom are three buttons: "Help", "Cancel", and "Do YEC".

The Housing Type section on the form will default to PreBilled Manufactured Housing. This or either of the other two Housing Type options can be selected to proceed. The Do YEC button should be clicked to start the Year End Cleanup process.

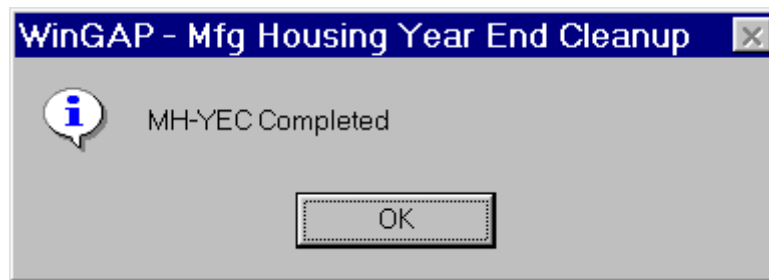
Various messages and a bar graph will display on the Year End Cleanup form as the records are processed, as seen below.



The dialog box is the same as the previous one, but now the "All" radio button is selected. Below the "Housing Type" section, a bar graph consisting of seven blue vertical bars is displayed. Below the bar graph, the text "Creating Snapshot of MOBILE.DBF records" is shown. The "Do YEC" button is now disabled (grayed out).

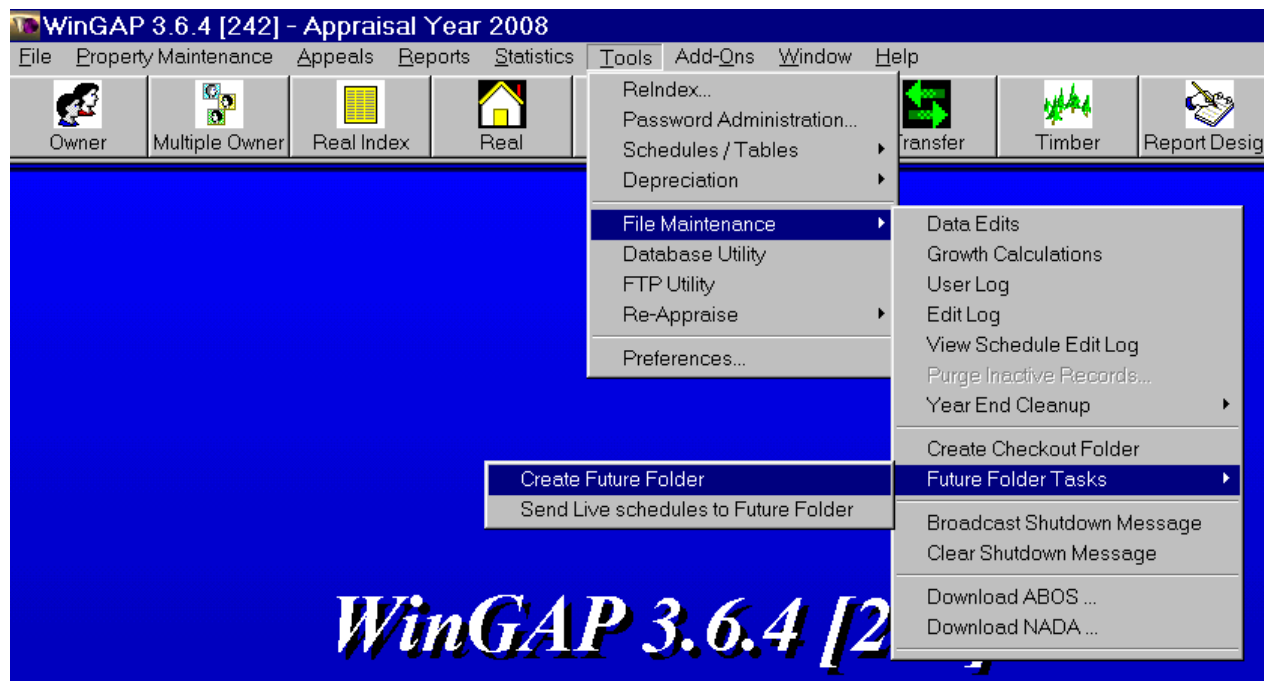
At the conclusion of the process, the user will be informed that the Manufactured Housing Year End Cleanup has been completed, as seen on the next page.

## WinGAP Technical Workshop



Clicking the OK button will return the user to the Year End Cleanup form, where Cancel can be clicked to return to the WinGAP main screen.

### Future Folder Tasks



The **Future Folder Tasks** option on the **Tools >> File Maintenance Menu** produces a submenu with two options: **Create Future Folder**, and **Send Live Schedules to Future Folder**. Each of these options are explained below.

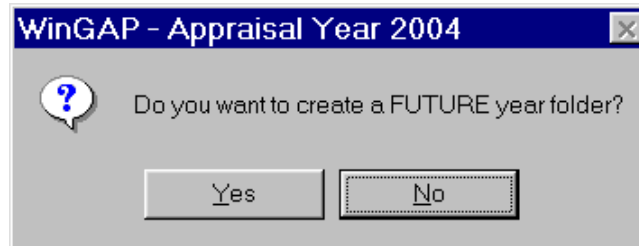
- **Create Future Folder**

In order to use the Future Module in WinGAP, a Future Folder must be created in the current Appraisal Year folder. **Note: It is advisable that all users be out of WinGAP when the Create Future Folder process is run.**

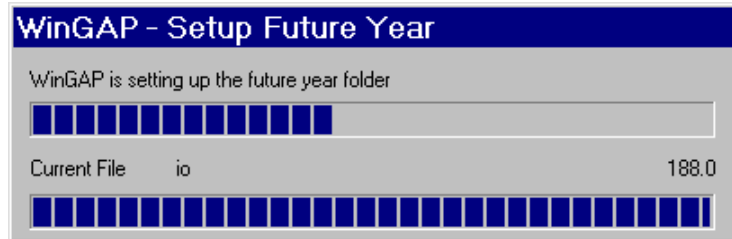


## WinGAP Technical Workshop

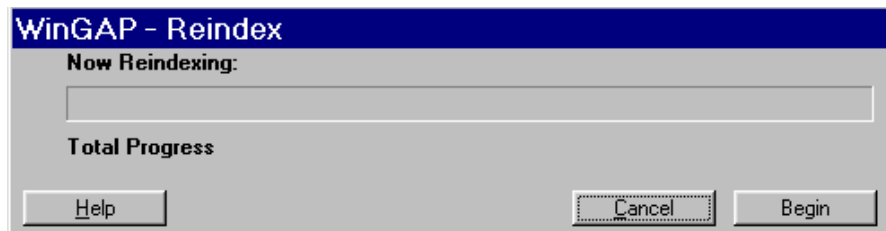
After clicking on the **Create Future Folder** option the user will receive the message below.



If the Future Folder is to be created at this time, Yes should be clicked. WinGAP will begin the process of creating the Future Folder. As this is done, various Bar Graphs, as seen below, will appear as the Future Folder is created and the necessary files are copied to the Future Folder.



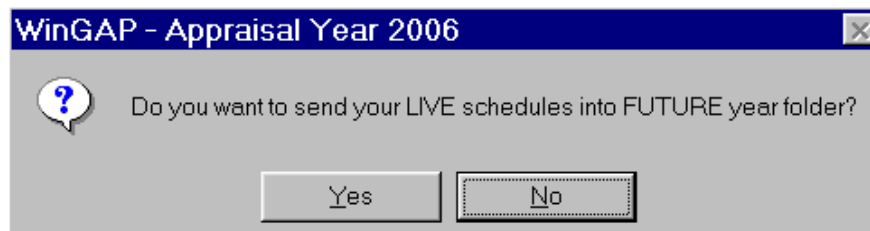
At the conclusion of copying, WinGAP will produce the Reindex Form, seen below, where the Begin Button should be clicked to Reindex the files in the Future Folder.



At the conclusion of Reindexing, the user will be returned to the main WinGAP Screen.

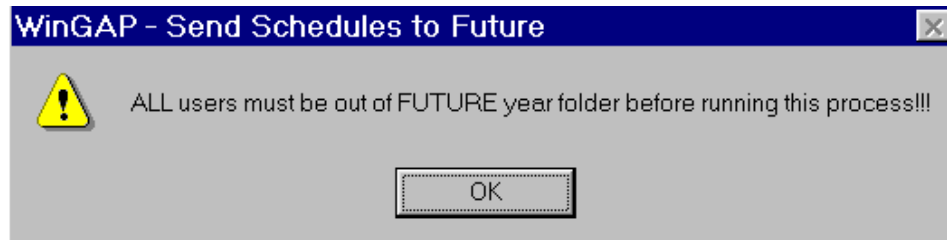
- **Send Live schedules to Future Folder**

The Send Live Schedules to Future Folder option copies all schedule files to the future subfolder and should be used when schedule updates have taken place and the updates are needed in the future.

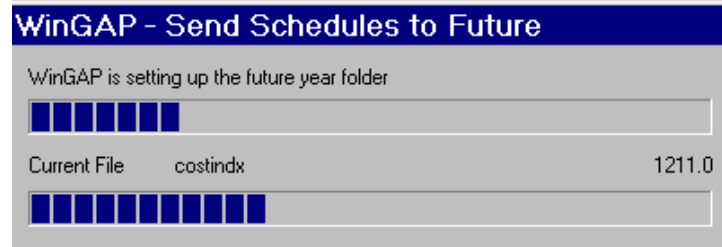


To update the Future Folder with the live schedules, the Yes Button should be clicked. Pressing Enter on the default No Button will return the user to the main WinGAP screen. After clicking the Yes Button, the user will receive a message, next page, that all users must be out of Future before proceeding.

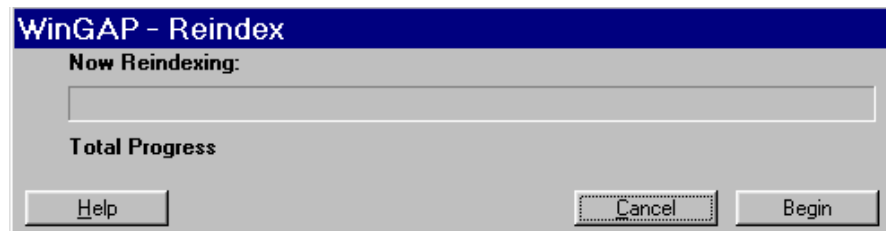
## WinGAP Technical Workshop



The OK Button should be clicked, and WinGAP will send the live schedules to the Future Folder. As this is done, various Bar Graphs will appear, such as the one below.



At the conclusion of copying, WinGap will produce the Reindex Form, below, where the Begin Button should be clicked to Reindex the files in the Future Folder.



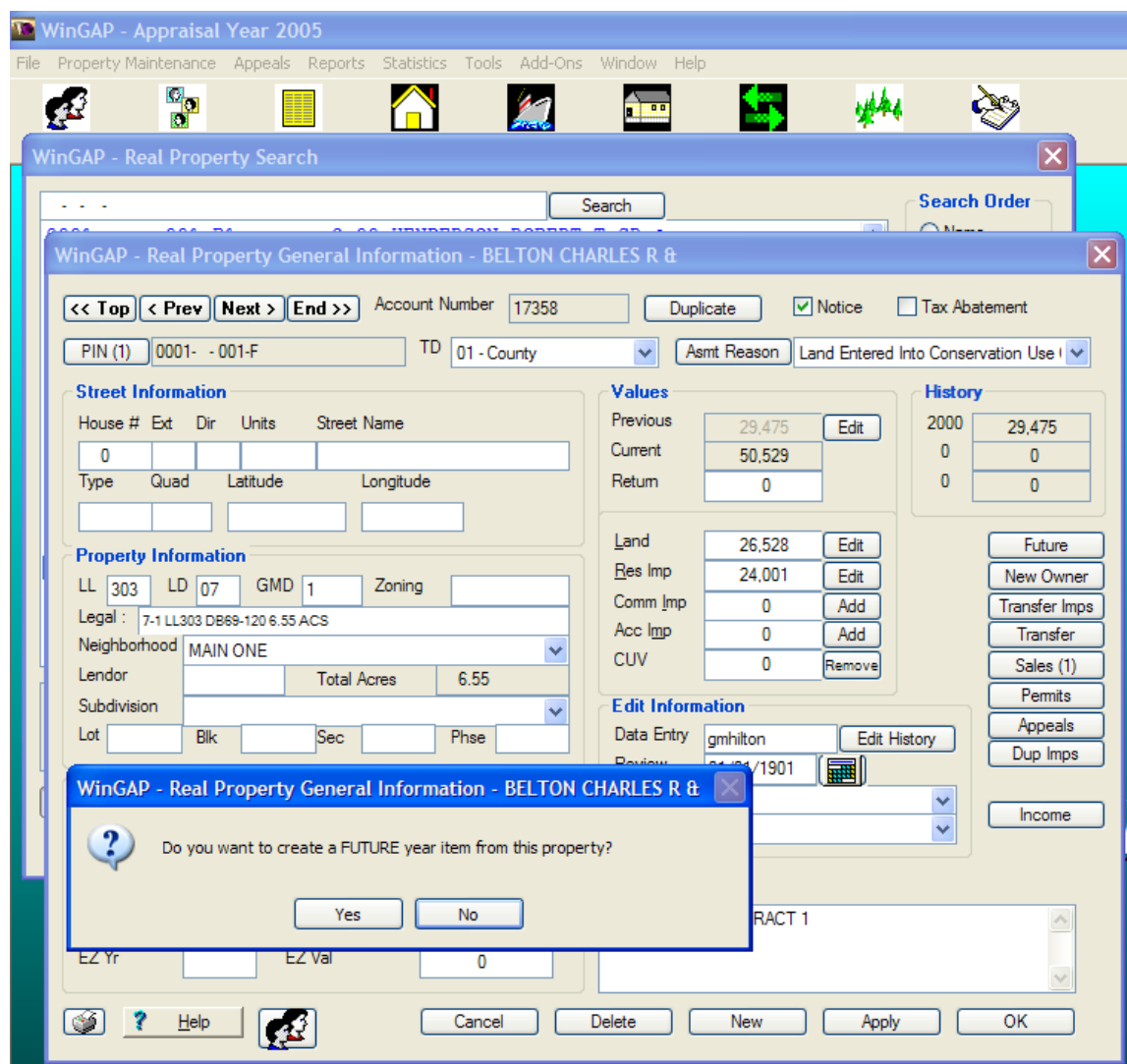
At the conclusion of Reindexing, the user will be returned to the main WinGAP Screen.

## WinGAP Technical Workshop

### • Accessing Future Year

After the Future Folder creation process has been completed, the user may begin work in the future file in following manner:

- ☐ Search for the parcel you wish to add/edit future information
- ☐ Click the Future button
- ☐ You will be prompted to create a future record



## WinGAP Technical Workshop

The following yellow/gold color screen will let the user know they are in the future year.

WinGAP - Real Property General Information - BELTON CHARLES R &

<< Top < Prev Next > End >> Account Number 17358 Duplicate Notice Tax Abatement

PIN (1) 0001- - 001-F TD 01 - County Asmt Reason

**Street Information**

House # Ext Dir Units Street Name ☒ Active

0 Type Quad Latitude Longitude

**Property Information**

LL 303 LD 07 GMD 1 Zoning

Legal : 7-1 LL303 DB69-120 6.55 ACS

Neighborhood MAIN ONE

Lendor Total Acres 6.55

Subdivision

Lot Blk Sec Phse

**Exemption Information**

Homestead S0 HS App Date / /

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr EZ Val 0

**Floating Homestead**

Original 0

Current 0

**Values**

Previous 50,529 Edit

Current 50,529

Return 0

Land 26,528 Edit

Res Imp 24,001 Edit

Comm Imp 0 Add

Acc Imp 0 Add

CUV 0 Remove

**History**

2002 29,475

2000 29,475

0 0

**Edit Information**

Data Entry gmhilton Edit History

Review 01/01/1901

Appraiser

Alternate

Comments

DOBBINS B KNOX TRACT 1

MAP\*162-22\*

Transfer Imps

Transfer

Sales

Permits

Appeals

Dup Imps

Income

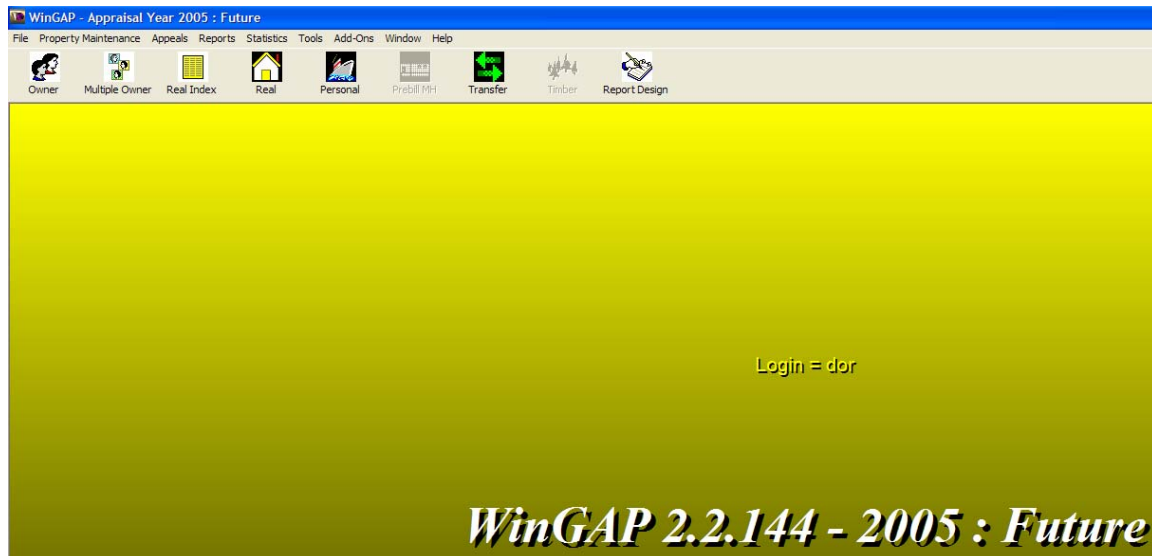
Help Cancel Delete New Apply OK

Once the user has created some future records, the Property Maintenance Menu may also be used to access future records

- Click Property Maintenance
- Future Year



## WinGAP Technical Workshop



- **Appeals**

Continue working any pending appeals at time of digest submission.

### Appeals Form

The Appeals Form is used to add, edit, or delete Real Property Appeals. It can also be used to Search for Appeals. The Form is accessed by clicking the **Appeals Button** located on the right of the **Real Property General Information Form**. When the Appeals Form is first accessed, and no appeals have yet been added for the Parcel, the data entry fields on the Appeals Form are "grayed out", as seen below. To add a new Appeal, the user must click the **New Button** on the Appeals Form to gain access to these fields.

## WinGAP Technical Workshop

The Appeals Module allows the Assessors Office to keep track of all Appeals that apply to Real Property. Only one Real Property Appeal can be added to a parcel for each Appeal Year.

**NOTE:** Personal Property and Manufactured Housing Appeals are added on the Personal Property General Information Form and on the Mobile Homes Form, respectively. Motor Vehicle Appeals are added at the Appeals Menu on the WinGAP Menu Bar. All types of Appeals can be viewed and updated at the Appeals Menu on the WinGAP Menu Bar or on the Appeals Form reached from the Real Property General Information Form.

A discussion of all fields on the Appeals Form follows. The field sequence is the same as when adding a **NEW** Appeal record. At the conclusion of entering information for each Appeal, the user should click the **Apply** Button at the bottom of the Form to make sure that all data entry is saved before proceeding to other tasks.

**Appeal No:** The Appeal Number will be assigned by WinGAP when the Appeals record is saved.

**Appeal Year:** The digest (appraisal) year the Appeal was filed for. The field defaults to the current appraisal year, which can be changed by the user.

**Status:** The current Status of the Appeal, such as Active or 21 Day. The user can click on the combo box to display a list of the valid Status types, or key the first letter of the Status description to select the Status. **A Status must be selected initially and then maintained as the appeal progresses through the appeals process.** Following is a list of the ten available status selections and their associated codes as stored by WinGAP:

Status	Code
• 21 Day	2
• Active (BOA)	A
• Arbitration	T
• BOE	B
• Inactive	I
• Resolved	R
• Superior Court	S
• Waived	D
• Withdrawn	W
• BOE Final	F

Pressing the Tab key takes the user to the Type field.

**Type:** The Type of Appeal, which in this case is Real for a Real Property Appeal.

**PIN.:** The Map and Parcel number field for this parcel is automatically pulled from the Real Property record for this appeal. This field is "grayed out" and is not accessible to the user.

**Appraiser:** The Appraiser responsible for handling the Appeal. The user can click on the combo box to display a list of the all Appraisers that have Appeal add/edit rights.

**Acct #:** The Acct # field for this Real Property parcel, also known as the Real Key. This field is "grayed out" and is not accessible to the user.

**Acres:** The Acres field displays the total acres for the parcel. This field is "grayed out" and is not accessible to the user.

## WinGAP Technical Workshop

### Owner Information Fields

**Last, First, MI:** If the County uses these fields for the Owner's Name, that information will be automatically pulled from the owner record for this parcel.

**CorpName:** If the County uses the Corporate Name field for the owner's name, the information will be automatically pulled from the owner record for this parcel.

**Agent:** The individual or company designated by property owner to handle the Appeal.

**Address 1, Address 2, Address 3:** The billing address information for the owner will be automatically pulled from the owner record for this parcel.

**City / State / Zip:** The City, State, and Zip Code for this owner will be automatically pulled from the owner record for this parcel.

**Legal Description:** The Legal Description is automatically pulled into this field from the Real Property record for this parcel.

**Home Phone:** The Home Phone number of the owner of this parcel will be automatically pulled from the owner record for this parcel.

**Work Phone:** The Work Phone of the owner of this parcel will be automatically pulled from the owner record for this parcel.

**Comments:** Any Comments about the Appeal are keyed in this field.

### Values Fields

**BOA FMV:** The Board of Assessors Fair Market Value, which is automatically pulled from the Real Property record for this parcel.

**21 Day:** The value for the property that the Board of Assessors sets after a review of the property when the appeal is initially filed.

**BOE:** The value for the property as determined by the Board of Equalization after they hear the Appeal.

**Arbitration:** The property owner may choose to appeal to an arbitration board instead of the Board of Equalization. If that is true, then the value resulting from the Arbitrator's decision would be entered in the Arbitration field. NOTE: You cannot have both a BOE Value on the Appeals Form AND an Arbitration Value; it must be one or the other.

**Superior Court:** The value of the property as determined by the Superior Court after the Appeal is heard in Court.

**Resolved:** The value of the property that the owner finally accepts. This can also be the case when the owner no longer appeals. An example might be if the 21-day notice is mailed and the owner does not appeal to the BOE, then the 21-day value should then be moved to resolved and the appeal status changed to resolved.

**Current Value:** The value of the property based upon whatever stage the Appeal is in. For example, if the BOE decision has been made, the value handed down from the BOE should appear in Current Value and also in the BOE Value field.

**Return:** The Return Value of the property is taken from the Return Value field on the Real and Personal Property General Info forms if the Return Value is greater than zero. Otherwise, the previous value is placed in this field. In the case of prebilled manufactured homes or motor vehicles, the Return Value must be keyed by the user. If no value is entered, WinGAP will place the BOA FMV Value in this field.

**VID:** The Value In Dispute, which is the difference between the Current Value and the Return Value. The VID is calculated by WinGAP. If a value is entered in one of the value fields discussed above, the user must tab through the value fields to allow the VID to be properly calculated. The VID is critical for digest submission.

### Dates Fields

**Notice:** The Date of the Assessment Notice for the property

**Appealed:** The Date the appeal was filed

**21 Day Notice:** The Date the 21 Day Notice was mailed

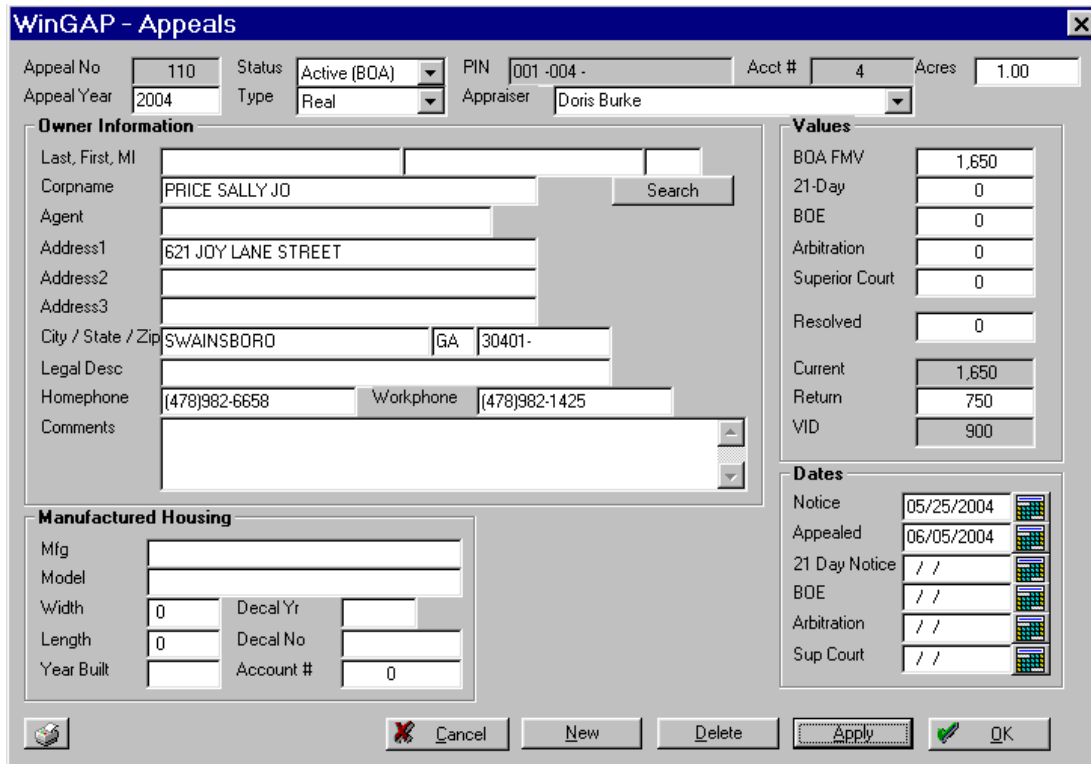
**BOE:** The Date of the BOE decision

**Arbitration:** The Date of the Arbitration decision.

## WinGAP Technical Workshop

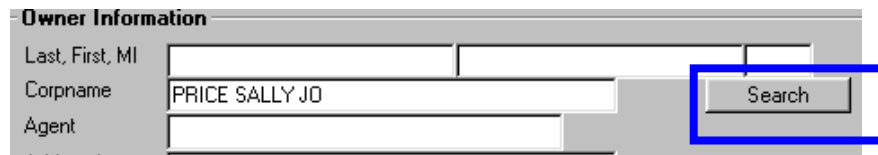
**Sup Court:** The Date of the Superior Court decision

After keying all the relevant data, the Apply Button can be clicked to save the information, remain on the Appeals Form, and view the information, as seen below, or the OK Button can be clicked to save the information and return to the Real Property General Information Form.



The screenshot shows the 'WinGAP - Appeals' window. At the top, there are fields for Appeal No (110), Status (Active (BOA)), PIN (001-004-), Acct # (4), Acres (1.00), Appeal Year (2004), Type (Real), and Appraiser (Doris Burke). Below this is the 'Owner Information' section with fields for Last, First, MI, Corpname (PRICE SALLY JO), Agent, Address1 (621 JOY LANE STREET), Address2, Address3, City / State / Zip (SWAINSBORO GA 30401), Legal Desc, Homephone ((478)982-6658), Workphone ((478)982-1425), and Comments. To the right of the Owner Information is a 'Values' section with fields for BOA FMV (1,650), 21-Day (0), BOE (0), Arbitration (0), Superior Court (0), Resolved (0), Current (1,650), Return (750), and VID (900). Below the Owner Information is the 'Manufactured Housing' section with fields for Mfg, Model, Width (0), Decal Yr, Length (0), Decal No, Year Built, and Account # (0). To the right of the Manufactured Housing is a 'Dates' section with fields for Notice (05/25/2004), Appealed (06/05/2004), 21 Day Notice (//), BOE (//), Arbitration (//), and Sup Court (//). At the bottom of the form are buttons for Cancel, New, Delete, Apply, and OK.

### Search Button



This image is a close-up of the 'Owner Information' section of the WinGAP - Appeals form. It shows the fields for Last, First, MI, Corpname (PRICE SALLY JO), and Agent. A blue rectangular box highlights the 'Search' button located to the right of the Corpname field.

Appeals can be searched for by clicking the Appeals Search Button, to the right of the Corpname field on the Appeals Form, as seen above. This will produce the Appeals Query Form, as shown on the next page. Current and past year Appeals for this property as well as appeals for other properties can be searched for and displayed on the Query Form. The Appeal can be viewed, updated, or deleted on the Appeals Form.



## WinGAP Technical Workshop

**WinGAP - Appeals**

Appeal No: 110    Status: Active (BOA)    PIN: 001 -004 -    Acct #: 4    Acres: 1.00  
 Appeal Year: 2004    Type: Real    Appraiser: Doris Burke

**Query**

Clear Query    Close Query    Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP
2004	4	0	0	R	06/08	
2002	4	0	0	R	06/28	

**Manufactured Housing**

Mfg:    Model:    Width: 0    Decal Yr:    Length: 0    Decal No:    Year Built:    Account #: 0

**Values**

BOA FMV: 1,650  
 21-Day: 0  
 BOE: 0  
 Arbitration: 0  
 Superior Court: 0  
 Resolved: 0  
 Current: 1,650  
 Return: 750  
 VID: 900

**Dates**

Notice: 05/25/2004  
 Appealed: 06/05/2004  
 21 Day Notice: / /  
 BOE: / /  
 Arbitration: / /  
 Sup Court: / /

Cancel    New    Delete    Apply    OK

Clicking on the Search Button will display a list of all appeals for this property. If there is more than one Appeal in the list box, the information for any of these Appeals can be displayed by clicking on the desired item in the list box.

To search for other Appeals the user can employ up to four Query criteria. For example, to find all Appeals for owners with Last Names of Bolton that have an Appeal Type of R (for Real property), the user can

- click on the first Query combo box,
- select the Last Name item from the list of field items in the Query field list,
- key the query criteria, in this case Bolton, into the field to the right of the combo box.
- the Tab key will take the user to the second Query field list,
- the Appeal Type item is selected,
- the letter R is keyed in the field to the right of the second combo box
- the user clicks the Query Button,
- a list of all appeals that meet these two criteria will display in the list box, as seen in the image on the next page.

## WinGAP Technical Workshop

**WinGAP - Appeals**

Appeal No: 20 Status: Withdrawn PIN: 010-049- Acct #: 570 Acres: 36.54  
 Appeal Year: 2002 Type: Real Appraiser: Snake Pliskin

**Query**

LASTNAME - C: Bolton  
 APPEALTYPE - C: R  
 Clear Query  
 Close Query  
 Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP
2002	570	0	0	R	06/25	
2002	258	0	0	R	06/25	

**Values**

BDA FMV: 56,715  
 21-Day: 0  
 BOE: 0  
 Arbitration: 0  
 Superior Court: 0  
 Resolved: 0  
 Current: 56,715  
 Return: 28,827  
 VID: 27,888

**Dates**

Notice: 06/18/2002  
 Appealed: 06/25/2002  
 21 Day Notice: / /  
 BOE: / /  
 Arbitration: / /  
 Sup Court: / /

**Manufactured Housing**

Mfg:   
 Model:   
 Width: 0 Decal Yr:   
 Length: 0 Decal No:   
 Year Built: Account #: 0

Cancel New Delete Apply OK

The information for the desired Appeal is viewed by clicking on the Appeal item in the list box, which pulls the information for that Appeal into the Appeals Form, as seen below. The Appeals information can then be viewed, updated, or deleted as desired.

**WinGAP - Appeals**

Appeal No: 21 Status: Inactive PIN: 005-033- Acct #: 258 Acres: 28.00  
 Appeal Year: 2002 Type: Real Appraiser: Donald Rich

**Owner Information**

Last, First, MI:   
 Corpname: BOLTON EDDIE C Search  
 Agent:   
 Address1: 3805 LANE ROAD  
 Address2:   
 Address3:   
 City / State / Zip: MILLEN GA 30442  
 Legal Desc:   
 Homephone: ( ) - Workphone: ( ) -  
 Comments:   
 Search

**Values**

BDA FMV: 58,180  
 21-Day: 0  
 BOE: 0  
 Arbitration: 0  
 Superior Court: 0  
 Resolved: 0  
 Current: 58,180  
 Return: 50,884  
 VID: 7,296

**Dates**

Notice: 06/18/2002  
 Appealed: 06/25/2002  
 21 Day Notice: / /  
 BOE: / /  
 Arbitration: / /  
 Sup Court: / /

**Manufactured Housing**

Mfg:   
 Model:   
 Width: 0 Decal Yr:   
 Length: 0 Decal No:   
 Year Built: Account #: 0

Cancel New Delete Apply OK

## WinGAP Technical Workshop

The user can return to the Appeals Query Form to search for another Appeal by again clicking the Search Button. The previous query can be cleared by clicking the Clear Query Button, and another Query performed, or the Query Form can be closed by clicking the Close Query Button. When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

### Editing An Appeal

An Appeal is edited by clicking on the Appeals Button on the Real Property General Information Form. The most recently entered Appeal will display. Changes in Appeal items as Appeal Status, Values, or Dates can be made. The user should click the **Ok** Button to leave the Appeal Form.

### Deleting An Appeal

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Appeals Form is used to delete an Appeal. The Appeal to be deleted must first be selected and displayed on the Appeals Form. After clicking the **Delete** Button the message "Are you sure you want to delete this record?" will appear, where the **Yes** Button can be clicked to delete the Appeal; clicking on the **No** Button will cancel the deletion and return the user to the Appeals Form.

### Exiting the Appeals Form

After adding, editing, or deleting an Appeal, the user can leave the Form by clicking the **OK** Button, returning to the Real Property General Information Form. The Appeals Button will now display the number of Appeals for this parcel, as shown below. The **Appeals** Button can be clicked to return to the Appeals Form if further changes are needed to this Appeal.

The screenshot shows the 'WinGAP - Real Property General Information - PRICE SALLY JO' window. The 'Appeals (1)' button is highlighted with a blue box. The form contains the following sections:

- Street Information:** House #, Ext, Dir, Units, Street Name (SOUTH HERNDON ROAD), Type, Quad, Latitude, Longitude.
- Property Information:** LL, LD, GMD, Zoning, Legal (1.00 AC HERNDON), Neighborhood, Lendor, Total Acres (1.00), Subdivision, Lot, Blk, Sec, Phse.
- Exemption Information:** Homestead (S0), HS App Date, Pref YR, CUV YR, Hist YR, Hist Val, EZ Yr, EZ Val, Floating Homestead (Original, Current).
- Values:** Previous (1,650), Current (1,650), Return (0), Land (1,650), Res Imp (0), Comm Imp (0), Acc Imp (0), CUV (0).
- History:** Table with columns for Year and Value. Rows for 2002, 2001, and 2000.
- Edit Information:** Data Entry (DR), Review (06/30/1900), Appraiser, Alternate, Comments.

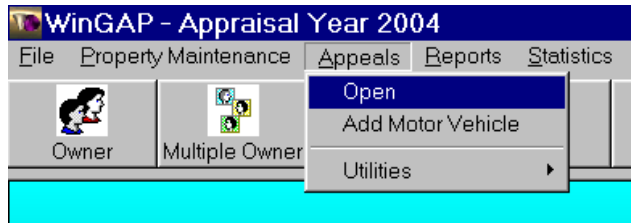
Buttons at the bottom include: Cancel, Delete, New, Apply, OK.

## WinGAP Technical Workshop

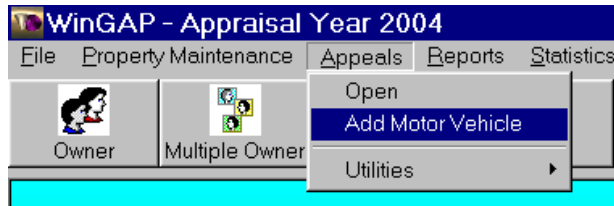
- **Searching for Appeals Menu If Parcel Has Been Deleted**

The Appeals Menu, below, is used to view and track Appeals through the Appeals process on Real and Personal Property Appeals, Manufactured Housing Appeals, and Motor Vehicle Appeals. Also, Motor Vehicle Appeals are added, edited, deleted, and tracked through the Appeals process from the Appeals Menu. As shown below, there are three options on the Appeals Menu:

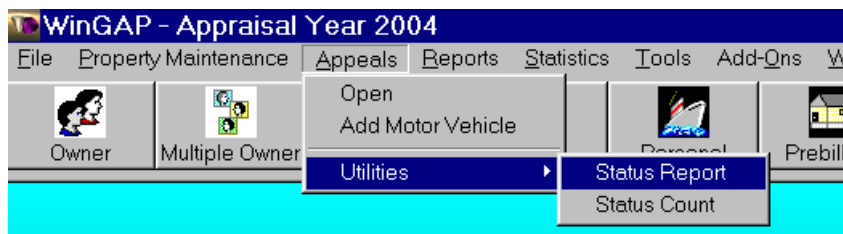
- **Open**, used to view, track, and maintain Appeals



- **Add Motor Vehicle**, where Motor Vehicle Appeals are added



- **Utilities**, which produces a sub-menu, below, where a Status Report on Appeals can be printed and a Status Count of Appeals made.



**NOTE:** Real, Personal, and Manufactured Housing Appeals **cannot** be added at the Appeals Menu. These types of Appeals should be added on the Real Property General Information Form for Real Property; on the Personal Property General Information Form for Personal Property and on the Mobile Homes Form for Manufactured Housing.

## WinGAP Technical Workshop

- **Open**

The Open option on the Appeals Menu produces the Appeals Query Form, superimposed on top of the Appeals Form, as seen below. Appeals can be looked up on the Query Form, and once the Appeal is selected there, the information is viewed, updated, or deleted on the Appeals Form.

	REAL	PERS	MH	MV
EXISTS	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO
N	5902	0	0	R
N	0	6081	0	P
N	0	6101	0	P
N	0	6086	0	P
N	0	265	0	P
N	2476	0	0	R
N	0	6102	0	P
N	0	6082	0	P
N	2300	0	0	R
N	570	0	0	R
N	258	0	0	R
N	0	6076	0	P
N	2768	0	0	R
N	0	6075	0	P
N	0	6079	0	P
N	0	0	0	A
N	0	0	0	A
N	4	0	0	R
N	0	0	5009	M
N	0	0	1052	M
N	0	0	5010	M
N	0	0	5010	M

A list of all appeals appear in the list box on the Appeals Query Form. The list is color coded for quick reference: Real Property Appeals are in blue; Personal Property Appeals are in yellow; Manufactured Housing Appeals are in green; and Motor Vehicle Appeals are in red. The listing of Appeals that displays on the screen can be narrowed by using any or all of the four query boxes on the upper left of the Query Form. The user can click on the combo box to select one of the items in the query field list, such as Last Name, and then key the query criteria into the field to the right of the combo box. The user then clicks the Query Button, and a list of all appeals meeting that criteria will display in the list box. The desired Appeal is selected by first clicking on the Appeal in the list box to highlight it, and then clicking on the View Button, which pulls the information for that Appeal into the Appeals Form and places the Appeals Form on top of the Query Form (see next page). The Appeals information can then be viewed, updated, or deleted as desired.

## WinGAP Technical Workshop

**WinGAP - Appeals**

Appeal No: 0 Status: Resolved PIN: M18-036D- Acct #: 5902 Acres: 4.10  
 Appeal Year: 2002 Type: Real Appraiser:

**Owner Information**

Last, First, MI:   
 Corpname: HERRMANN DERECK B &   
 Agent:   
 Address1: JERRY L DAILEY   
 Address2: 3781 HWY 17 SOUTH   
 Address3:   
 City / State / Zip: MILLEN GA 30442-   
 Legal Desc: 4.10 AC M/H PARK HWY 25 NORTH   
 Homephone: ( ) - Workphone: ( ) -   
 Comments:

**Values**

BOA FMV: 18,515  
 21-Day: 0  
 BOE: 0  
 Arbitration: 0  
 Superior Court: 0  
 Resolved: 17,900  
 Current: 17,900  
 Return: 0  
 VID: 0

**Dates**

Notice: 06/18/2002  
 Appealed: 06/30/2002  
 21 Day: / /  
 BOE: / /  
 Arbitration: / /  
 Sup Court: / /

**Manufactured Housing**

Mfg:   
 Model:   
 Width: 0 Decal Yr:   
 Length: 0 Decal No:   
 Year Built: Account #: 0

Cancel New Delete Apply OK

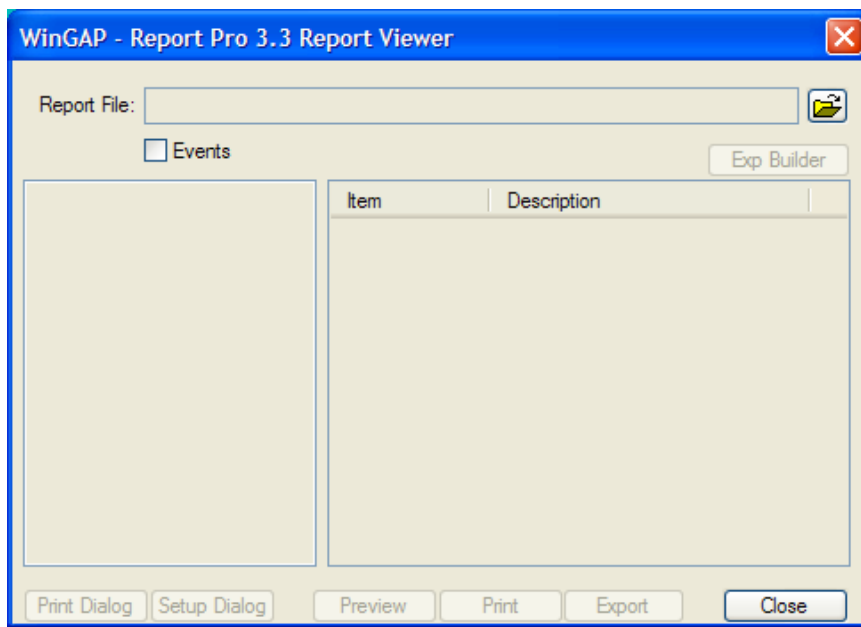
M 0 0 5010 M 05/20/2003

The user can return to the Appeals Query Form to search for another Appeal by either clicking the Search Button(to the right of the Corpname field), or clicking back on some visible part of the Query Form, underneath the Appeals Form. The previous query can be cleared by clicking the Clear Query Button. With all four Query fields blank, the user can click the Query Button and restore the entire list of Appeals for viewing if desired. When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

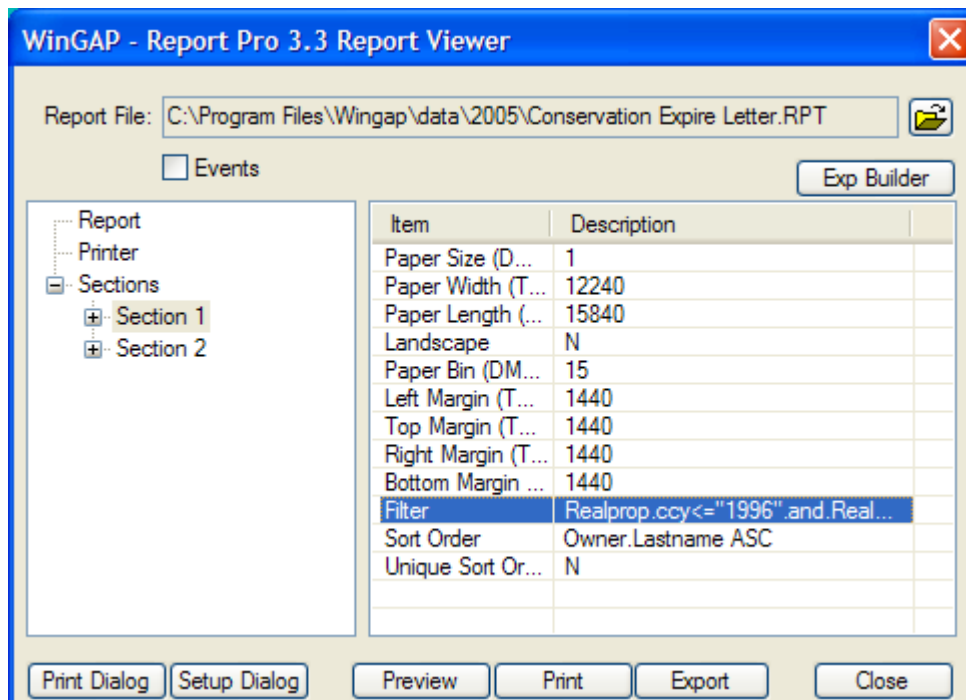
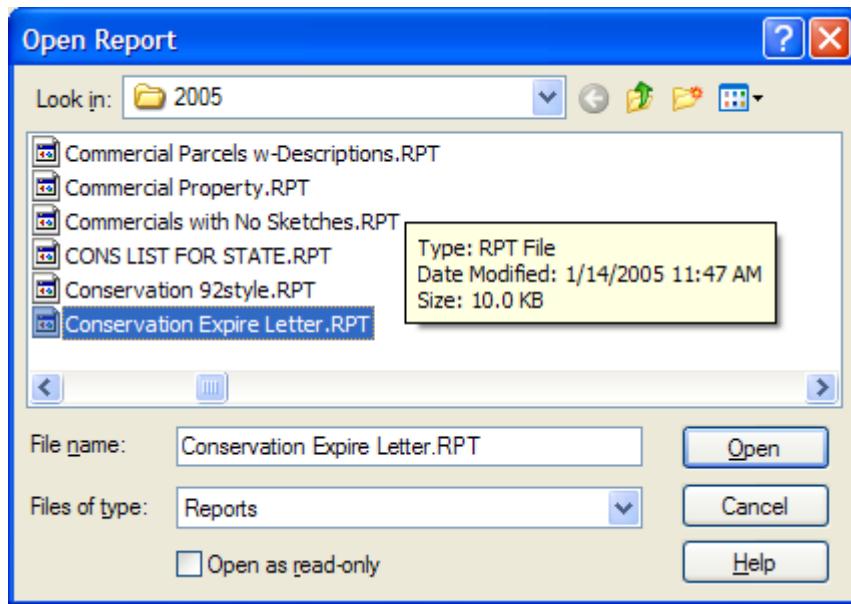
## WinGAP Technical Workshop

- **Conservation Expiration Notification**

Ga Laws 48-5-7.4 (a.1)(6)(D) – At least 60 days prior to the expiration date of the covenant, the county board of tax assessors shall send by first-class mail written notification of such impending expiration.



## WinGAP Technical Workshop





## WinGAP Technical Workshop

**Expression Builder - Filter**

Fields Functions Variables

Realprop.Realkey  
Realprop.Ownkey  
Realprop.House\_No  
Realprop.Extension  
Realprop.Stdirect  
Realprop.Sttype  
Realprop.Street\_Nam  
Realprop.Unit  
Realprop.Landlet

<All Tables>

= < > + - \* / ( ) .and. .or. .not.

Realprop.ccy<="1996".and.Realprop.Ccy>'

Test Clear OK Cancel

Put in the correct beginning CCY for expiration.

**WinGAP - Report Pro 3.3 Report Viewer**

Report File: C:\Program Files\Wingap\data\2005\Conservation Expire Letter.RPT

☐ Events Exp Builder

Report  
Printer  
Sections  
+ Section 1  
+ Section 2

Item	Description
Paper Size (D...	1
Paper Width (T...	12240
Paper Length (...)	15840
Landscape	N
Paper Bin (DM...	15
Left Margin (T...	1440
Top Margin (T...	1440
Right Margin (T...	1440
Bottom Margin ...	1440
Filter	Realprop.ccy<="1996".and.Real...
Sort Order	Owner.Lastname ASC
Unique Sort Or...	N

Print Dialog Setup Dialog Preview Print Export Close

## WinGAP Technical Workshop

Echols County  
420 West Main Street Ste 13  
(229)559-7370

### Important Notice Expiration of Conservation Use Covenant

January 6, 2006

ABERCROMBIE RUTH  
2091 LOVING ROAD  
MORGANTON, GA 30560

Dear ABERCROMBIE RUTH

The conservation use assessment covenant on the property listed below expired on December 31, 2005. If you wish to continue getting this agricultural exemption, you need to fill out the enclosed form and return it to us along with a \$10.00 filing fee. Please make sure your signature is notarized and returned to this office prior to April 1, 2006.

Parcel Number : 0024 046

Total Acres : 25.64

If you have any questions or if we can be of further help, please call us at 229.559.7370 or 229.559.5253.

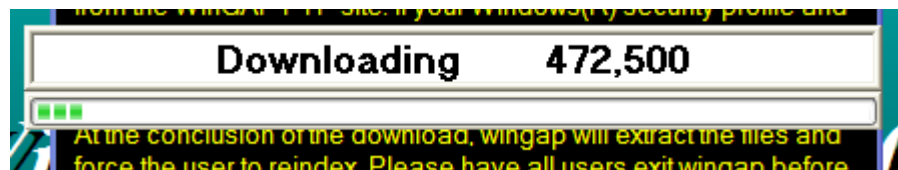
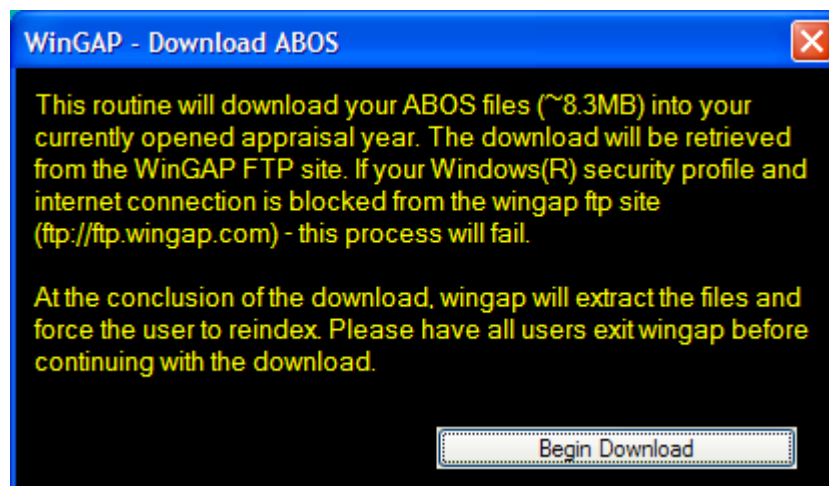
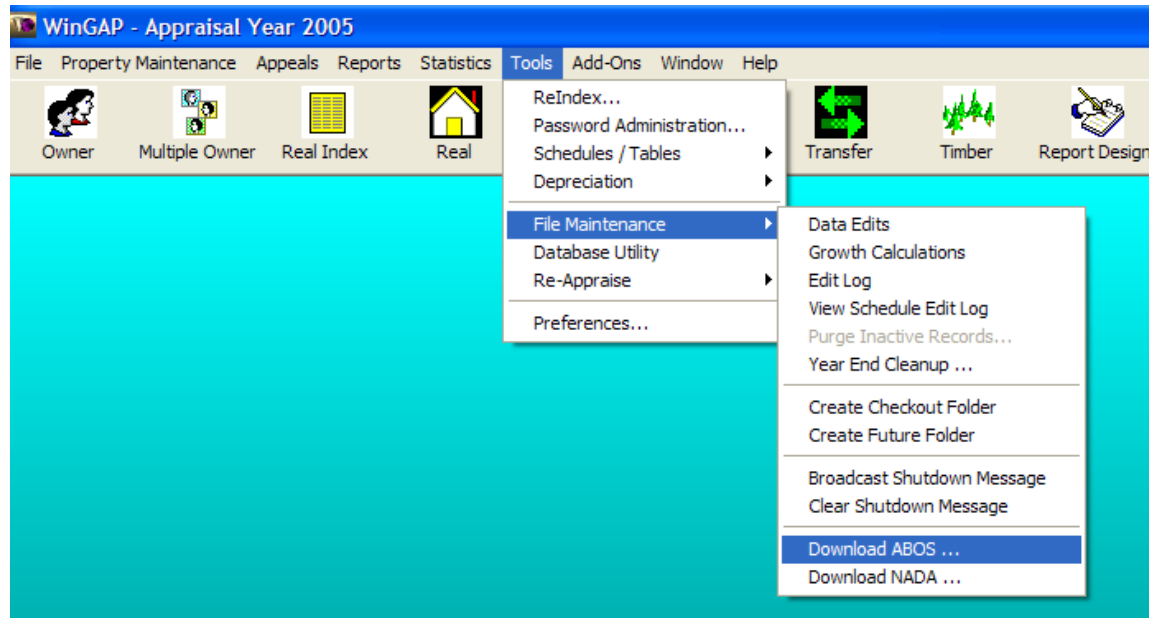
Sincerely,

Ms. Shannon Mullis  
Echols County Board of Assessors

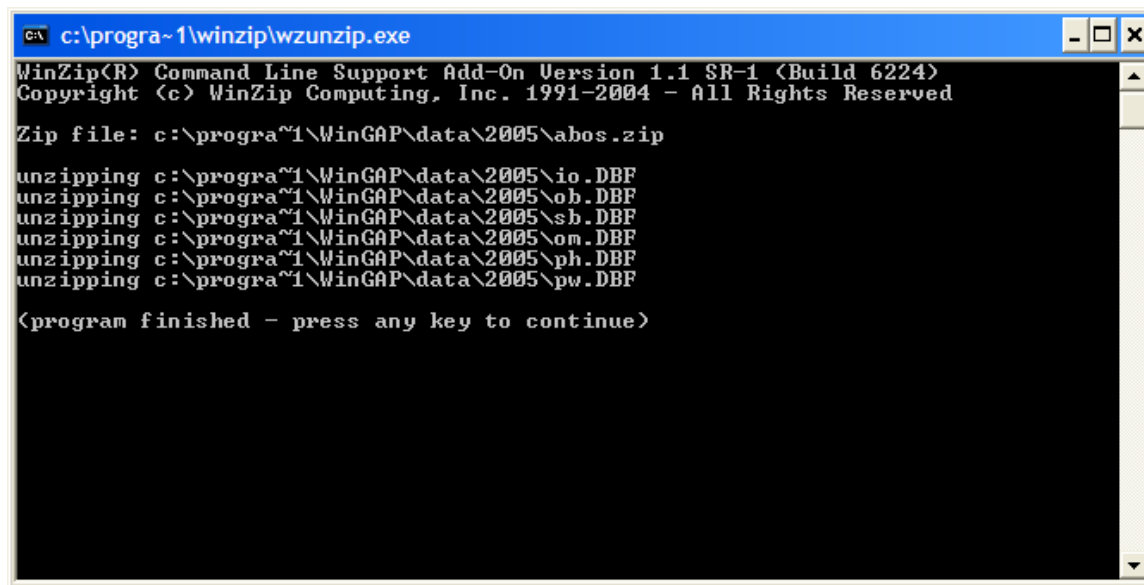
## WinGAP Technical Workshop

- **Update ABOS Tables**

*WAIT for Email from Gregg Reese prior to performing this task.*



## WinGAP Technical Workshop



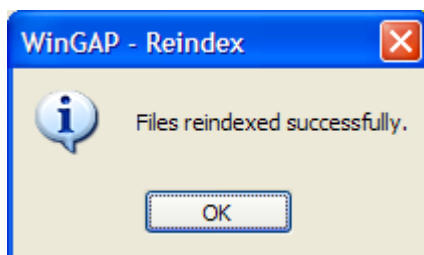
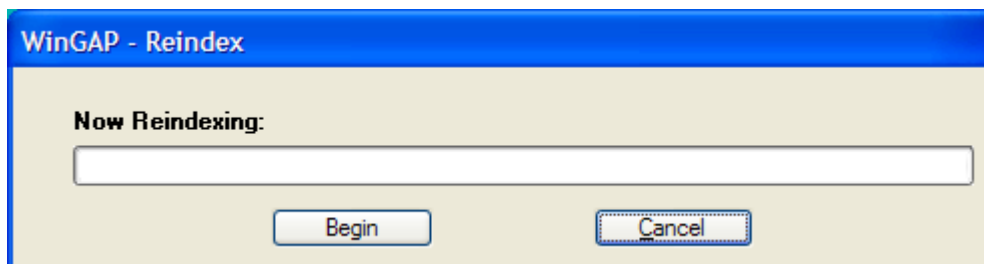
A screenshot of a Windows command prompt window titled "c:\progra-1\winzip\wzunzip.exe". The window displays the following text:

```
WinZip(R) Command Line Support Add-On Version 1.1 SR-1 (Build 6224)
Copyright (c) WinZip Computing, Inc. 1991-2004 - All Rights Reserved

Zip file: c:\progra~1\WinGAP\data\2005\abos.zip

unzipping c:\progra~1\WinGAP\data\2005\io.DBF
unzipping c:\progra~1\WinGAP\data\2005\ob.DBF
unzipping c:\progra~1\WinGAP\data\2005\sb.DBF
unzipping c:\progra~1\WinGAP\data\2005\om.DBF
unzipping c:\progra~1\WinGAP\data\2005\ph.DBF
unzipping c:\progra~1\WinGAP\data\2005\pw.DBF

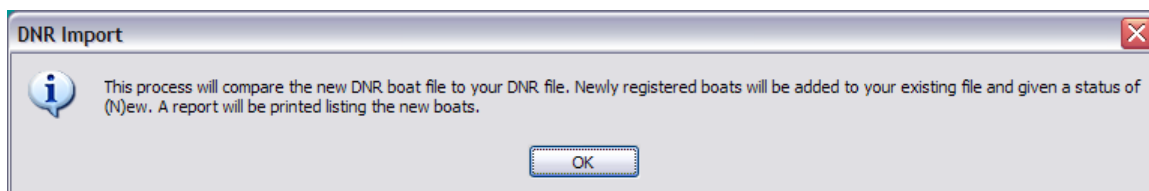
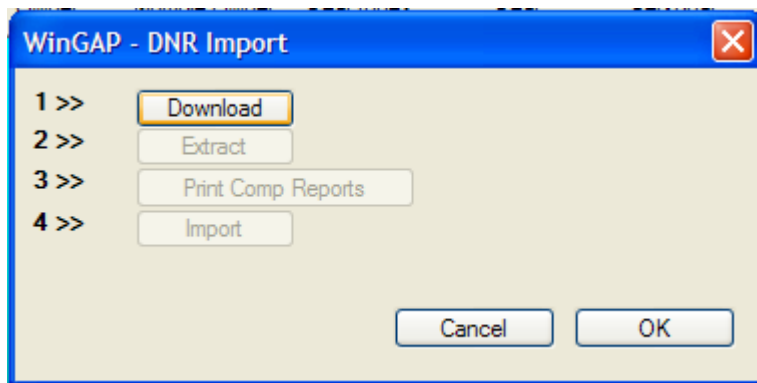
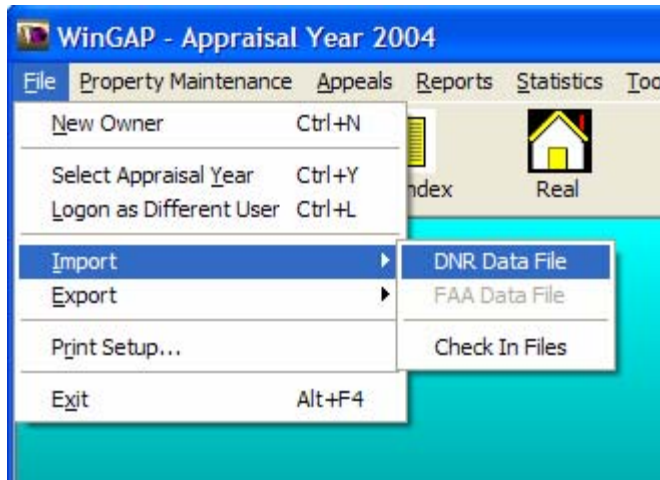
(program finished - press any key to continue)
```



## WinGAP Technical Workshop

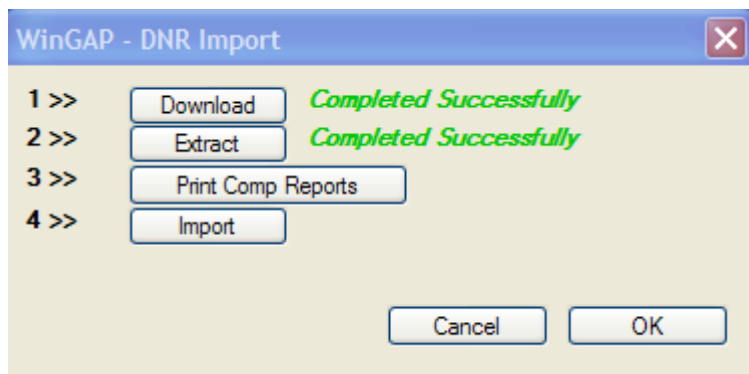
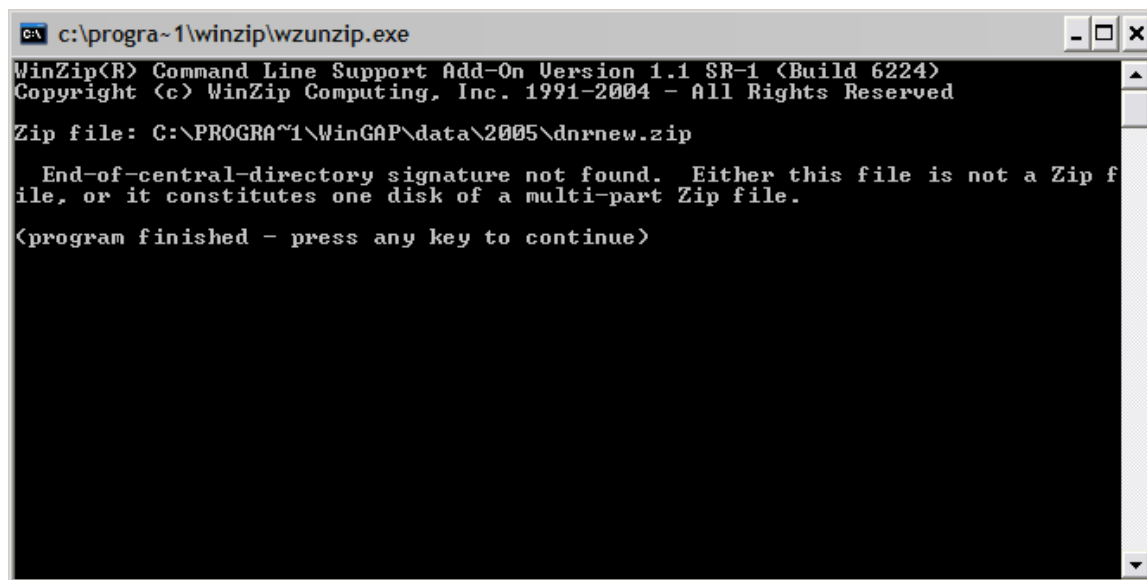
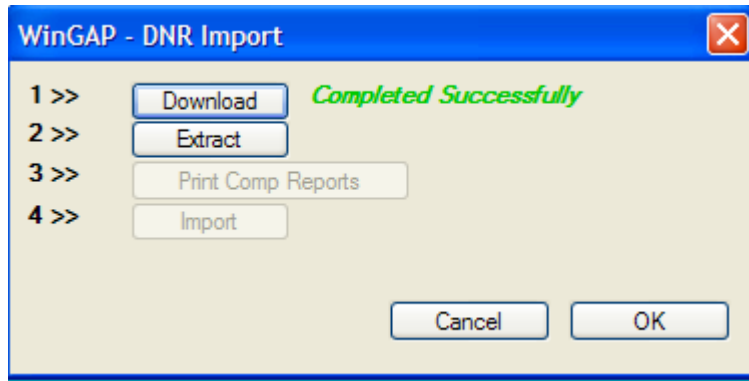
- Importing DNR Files

### Downloading Files



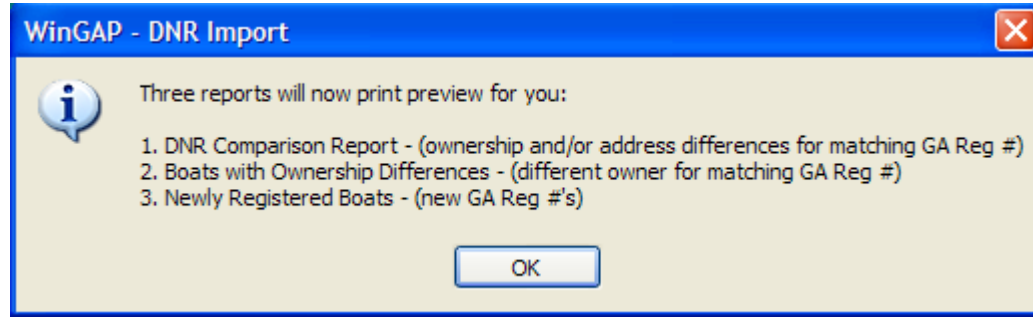
## WinGAP Technical Workshop

### Extracting DNR Files



# WinGAP Technical Workshop

## Printing 3 Reports



### 1<sup>st</sup> DNR Report – Ownership & Address Comparison

10/12/2005

#### Ownership & Address Comparison

1

Current DNR		New DNR
ADAMS, DOYE W 1110 E WARING ST WAYCROSS GA 31501	0157UW	LLOYD, ELSWORTH 2017 SUNNYSIDE DR WAYCROSS GA 31501
BARNES, RONALD S 995 LAWHORNE RD WAYCROSS GA 31503	6349ZJ	BARNES, RONALD S 2320 RIDGE RD WAYCROSS GA 31503
BENNETT, ANTHONY 1723 OBERRY RD MILLWOOD GA 31552	0376ZE	BENNETT, ANTHONY A 1723 OBERRY ROAD MILLWOOD GA 31552
BENNETT, W H 727 RUSSTON DR WAYCROSS GA 31503	0183HZ	BENNETT, W H 727 RUSSTON DRIVE WAYCROSS GA 31503

### 2<sup>nd</sup> DNR Report – Ownership Differences

10/12/2005

#### Ownership Differences

1

Current DNR		New DNR
ADAMS, DOYE W 1110 E WARING ST WAYCROSS GA 31501	0157UW	LLOYD, ELSWORTH 2017 SUNNYSIDE DR WAYCROSS GA 31501
BENNETT, W H 727 RUSSTON DR WAYCROSS GA 31503	0183HZ	BENNETT, W H 727 RUSSTON DRIVE WAYCROSS GA 31503
BUCKINS, LARRY 2836 EVERGREEN RD WAYCROSS GA 31503	6374KW	STANLEY, DALE W 2144 HIPPS TRL WAYCROSS GA 31503
COLVIN, WILLIAM R 1307 BALTIMORE CIR WAYCROSS GA 31501	6410HF	ROWELL, JOHN D 1983 HACKLEBARNEY LN BLACKSHEAR GA 31516

### 3<sup>rd</sup> DNR Report – Boats with New Registration Numbers

10/12/2005

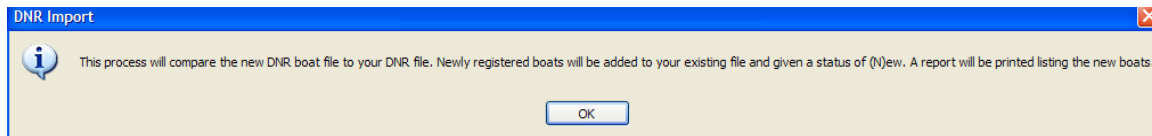
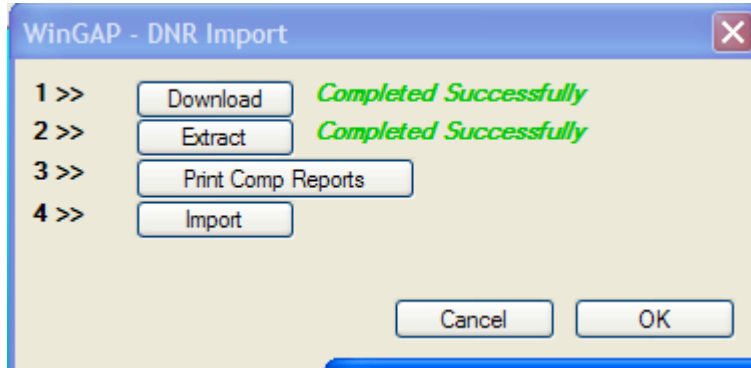
#### Boats with New Registration Numbers

1

Ga Cert Number	Owner Name	(Stat)	Street City / State / Zip	Expire Added	Manufacturer Hull ID Number	Ft / In Year	Cls Ownr	Hull Prop	Boat
0189GR	ALDRIDGE JOHN W		1001 GOLFMEW DR WAYCROSS, GA 31501	08/31/07 09/03/04	CHAPARRAL BOATS FGB04898M76H	15 0 76	A INDV	FBGL OUTB	OPEN
0409PY	ALTMAN BENNY R SR		798 AYCOCK RD WAYCROSS, GA 31503	01/31/08 02/23/05	NOAH CORPORATION DUR37659M84D	14 6 84	A INDV	ALUM OUTB	OPEN
6021KH	ALTMAN KENNETH G		3646 TANNERS LN WAYCROSS, GA 31503	09/30/07 11/09/04	SUNBIRD SFPE0436E797	17 1 97	1 INDV	FBGL OUTB	OPEN
0851PS	ALVAREZ DENNY C		5675 KITCHINGS RD WAYCROSS, GA 31503	01/31/08 06/21/05	G3 GEN30847B505	14 0 05	A INDV	ALUM OUTB	OPEN

## WinGAP Technical Workshop

At this point you have downloaded the latest file from provided by the Department of Natural Resources and all new boats have been identified and stored in a file. They have not been added to the digest. Unfortunately this is an interactive process.



### DNR Status New Report

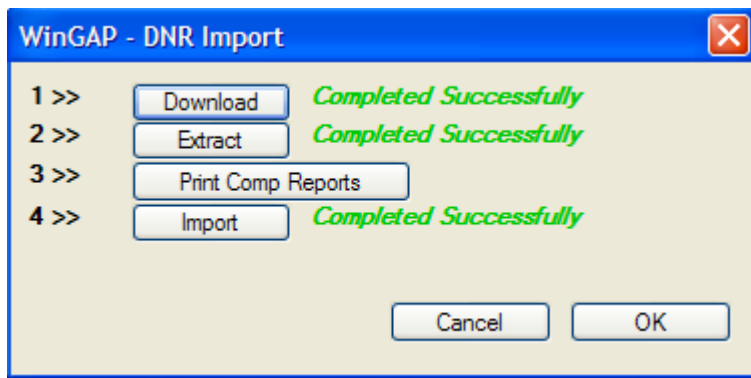
10/12/2005

#### Boats Registered with Ga Dept of Natural Resources - New Status

1

Ga Cert Number	Owner Name	(Stat)	Street City / State / Zip	Expire Added	Manufacturer Hull ID Number	Ft / In Year	Cls Ownr	Hull Prop	Boat
0002KZ	CRAWFORD GARY W	N	4240 SWAMP RD WAYCROSS, GA 31503	04/30/08 07/20/05	RYAN CRAFT 8434	14 0 71	A GRP	ALUM OUTB	OPEN
0003VY	KING WALLACE H	N	5081 BRAGANZA RD WAYCROSS, GA 31503	12/31/07 12/13/04	GENERAL MARINE 21163	14 0 70	A INDV	ALUM I/O	OPEN
0004TV	LOGAN JOHN W JR	N	290 GILMORE ST WAYCROSS, GA 31501	08/31/07 08/26/04	YAMAHA YAML2379D191	9 9 91	A INDV	FBGL INBD	PERS
0016EM	COPELAND NORMAN W	N	6570 NEAL PENLAND RD WAYCROSS, GA 31503	11/30/08 06/21/05	RYAN CRAFT 183614	14 0 71	A INDV	ALUM OUTB	OPEN

### DNR Import Complete

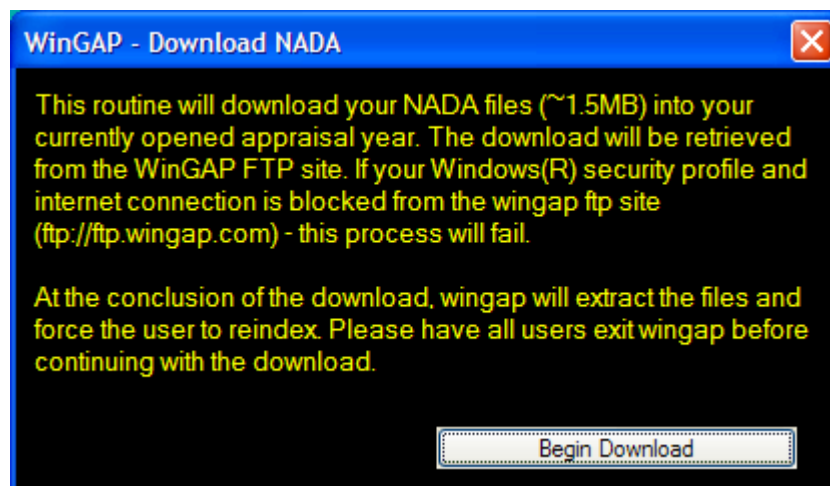
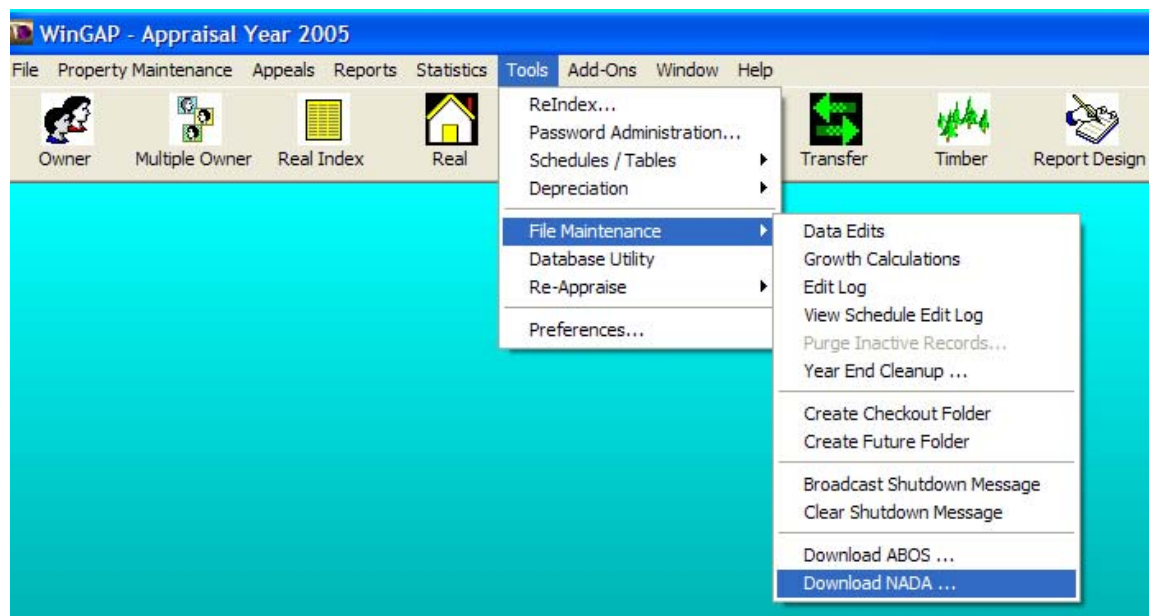




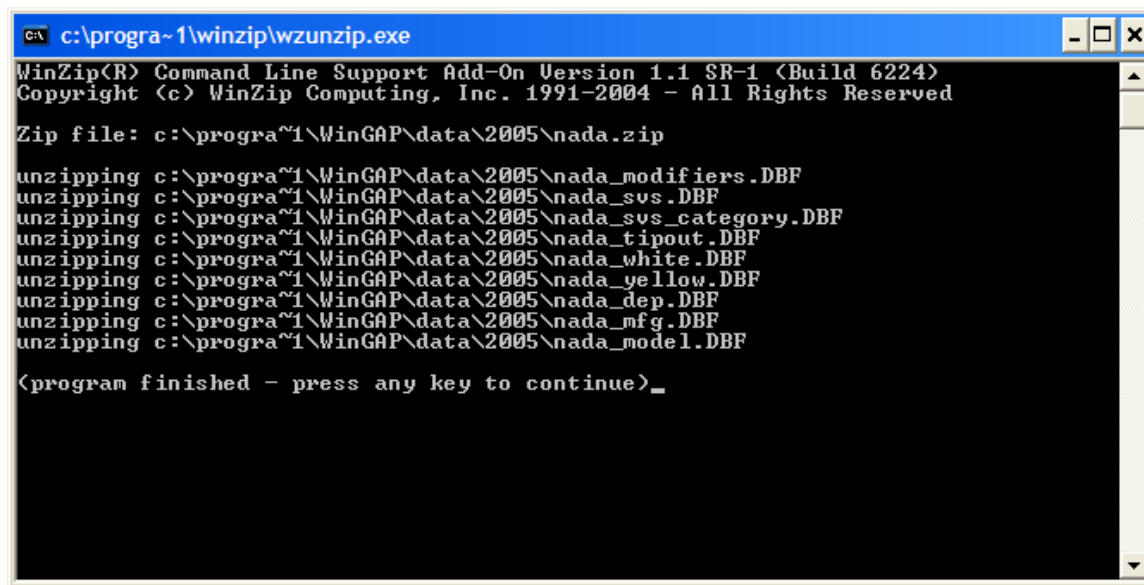
## WinGAP Technical Workshop

- Update NADA Tables

***WAIT for Email from Gregg Reese prior to performing this task.***



## WinGAP Technical Workshop



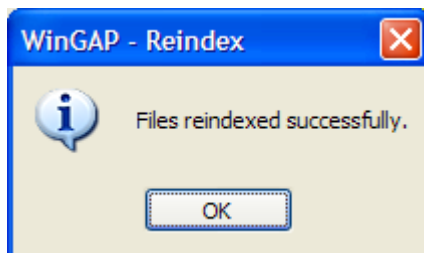
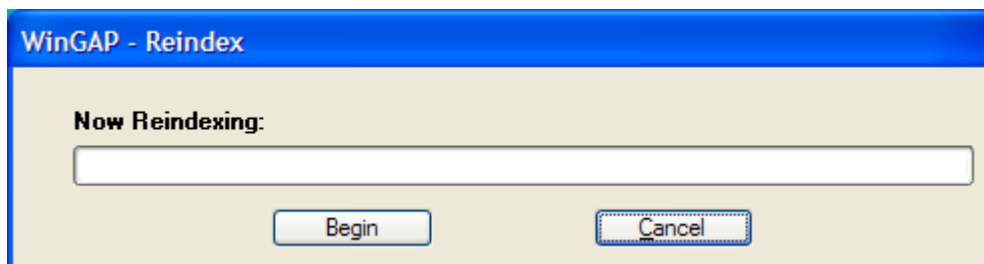
A screenshot of a Windows command prompt window titled "c:\progra-1\winzip\wzunzip.exe". The window displays the following text:

```
WinZip(R) Command Line Support Add-On Version 1.1 SR-1 (Build 6224)
Copyright (c) WinZip Computing, Inc. 1991-2004 - All Rights Reserved

Zip file: c:\progra~1\WinGAP\data\2005\nada.zip

unzipping c:\progra~1\WinGAP\data\2005\nada_modifiers.DBF
unzipping c:\progra~1\WinGAP\data\2005\nada_svs.DBF
unzipping c:\progra~1\WinGAP\data\2005\nada_svs_category.DBF
unzipping c:\progra~1\WinGAP\data\2005\nada_tipout.DBF
unzipping c:\progra~1\WinGAP\data\2005\nada_white.DBF
unzipping c:\progra~1\WinGAP\data\2005\nada_yellow.DBF
unzipping c:\progra~1\WinGAP\data\2005\nada_dep.DBF
unzipping c:\progra~1\WinGAP\data\2005\nada_mfg.DBF
unzipping c:\progra~1\WinGAP\data\2005\nada_model.DBF

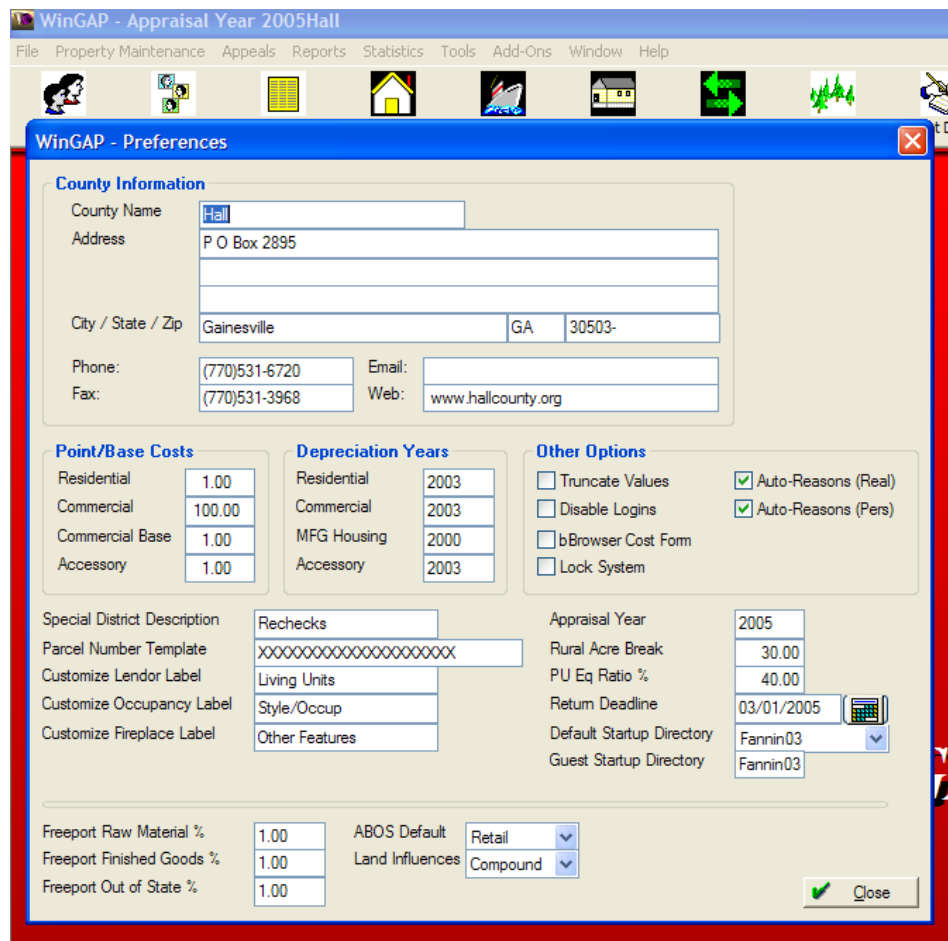
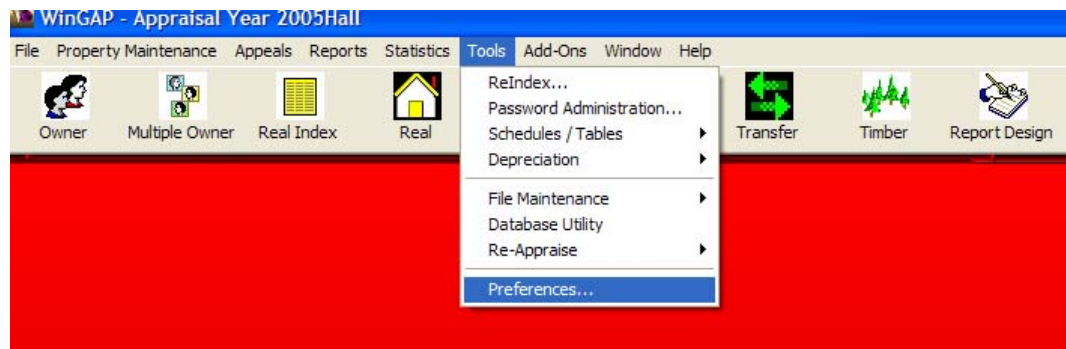
(program finished - press any key to continue)_
```



## WinGAP Technical Workshop

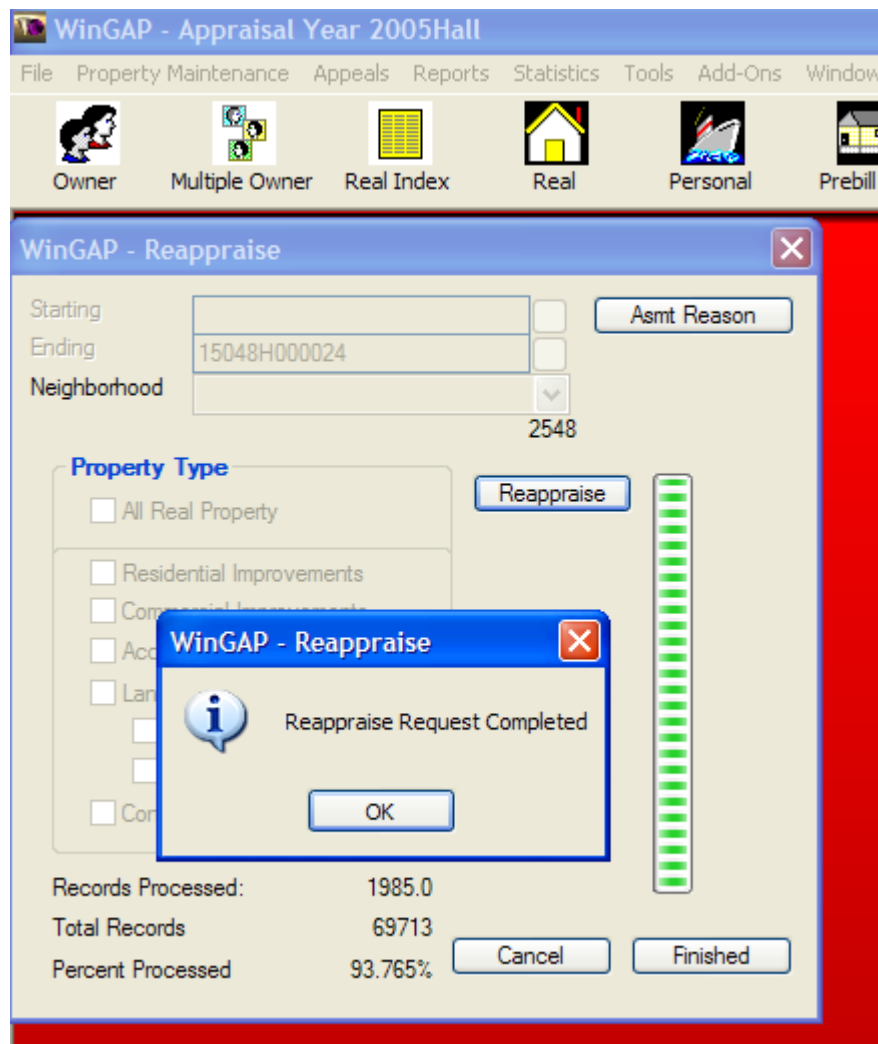
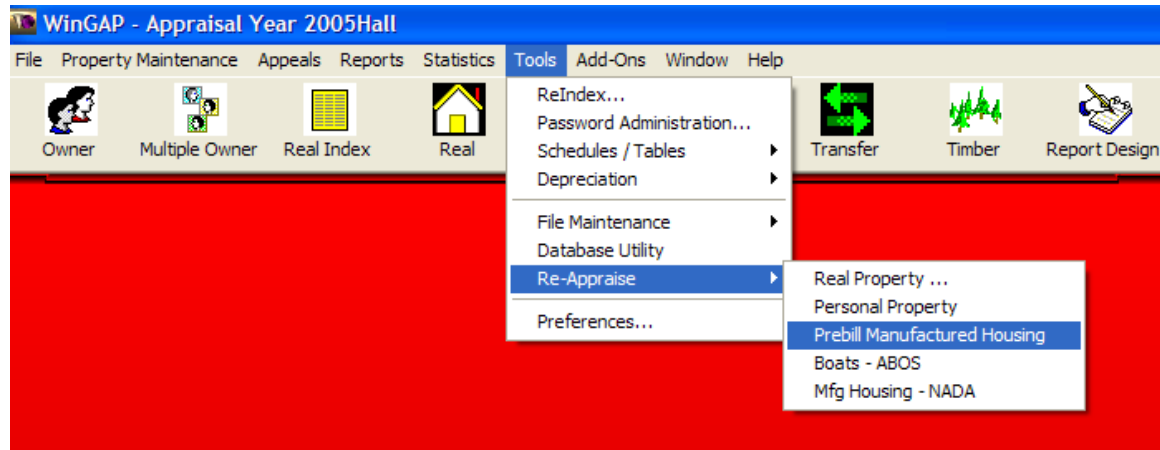
- **Mobile Home Digest Preparation (By November 15)**
  - a. Click on Tools
  - b. Click on Preferences
  - c. Change Manufactured Housing Depreciation Year to match the digest year of submission
  - d. Reappraise pre-bill mobile homes in order to correctly apply depreciation
  - e. Export the pre-bill digest files and place them on the <ftp://ftp.wingap.com> for service bureau access. (choose "all" housing types in order for the Tax Commissioner to receive a list of homestead manufactured houses for issuing decals to homesteaded manufactured housing)

### Change Depreciation Year



## WinGAP Technical Workshop

### Reappraise/Apply Depreciation - Cost Approach



## WinGAP Technical Workshop

### Reappraise NADA

**WinGAP - Appraisal Year 2005**

File Property Maintenance Appeals Reports Statistics **Tools** Add-Ons Window Help

Owner Multiple Owner Real Index Real

ReIndex...  
Password Administration...  
Schedules / Tables  
Depreciation  
File Maintenance  
Database Utility  
**Re-Appraise**  
Preferences...

Transfer Timber Report D

Real Property ...  
Personal Property  
Prebill Manufactured Housing  
Boats - ABOS  
**Mfg Housing - NADA**

---

**WinGAP - NADA Reappraise**

Account # Fixed Text ☒ Prebill ☐ Non-Prebill Reappraise

Records Processed Fixed Text 0% Change my pricing method to NADA for all direct NADA Mfg+Model hits ☐

Homes in Mobile.DBF that did not have a match [Mfg+Model+Width] in NADA. Records:

MOBILEKEY	REALKEY	MFG	MODEL
-----------	---------	-----	-------

Print List

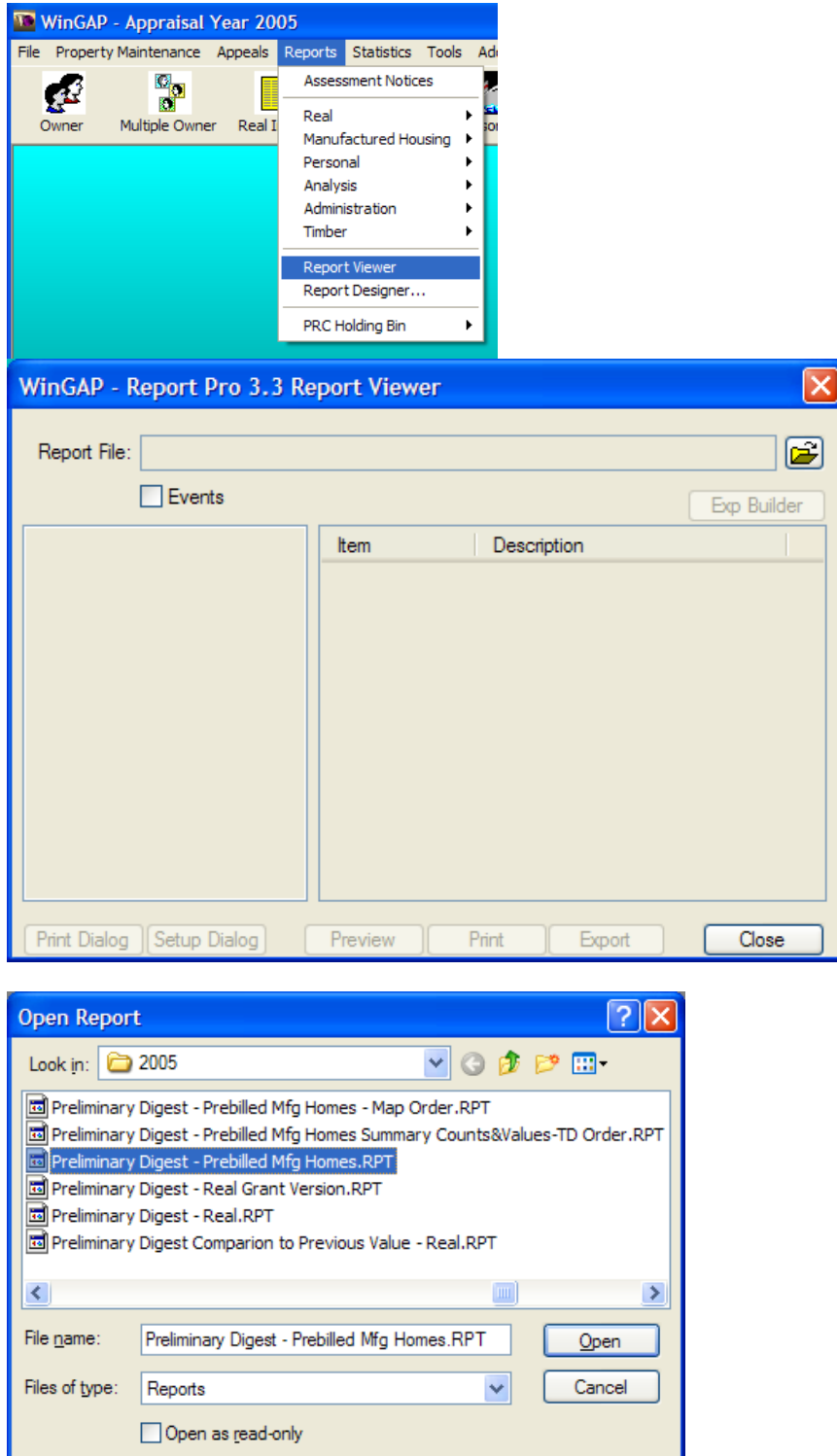
Homes with valid Mfg + Model but with invalid widths, lengths or year information Records:

MOBILEKEY	REALKEY	MFG	MODEL	WIDTH	LENGTH	YEARBUILT
-----------	---------	-----	-------	-------	--------	-----------

Print List Done

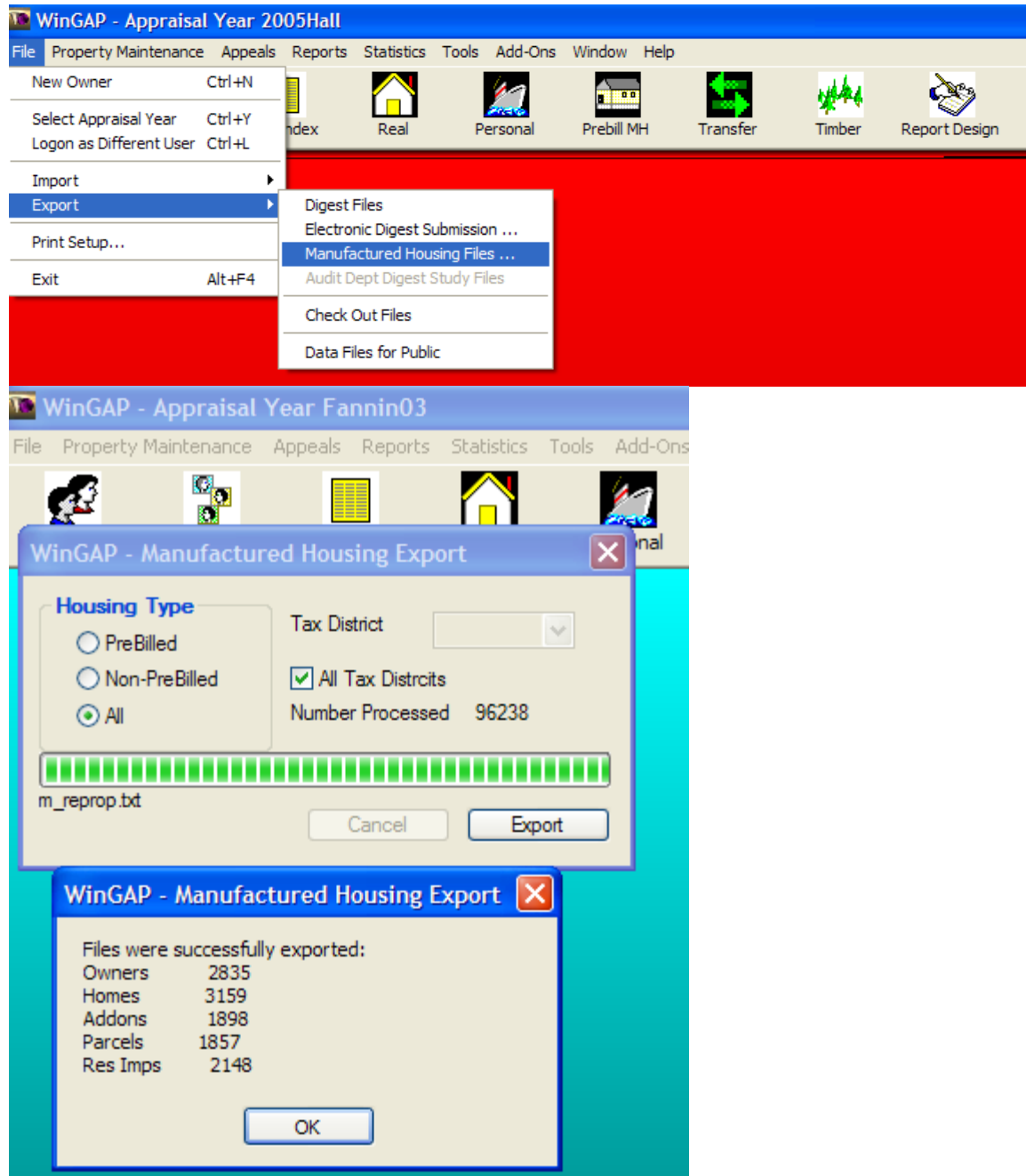
## WinGAP Technical Workshop

### Print Preliminary Digest-Prebill Mfg Housing for BOA

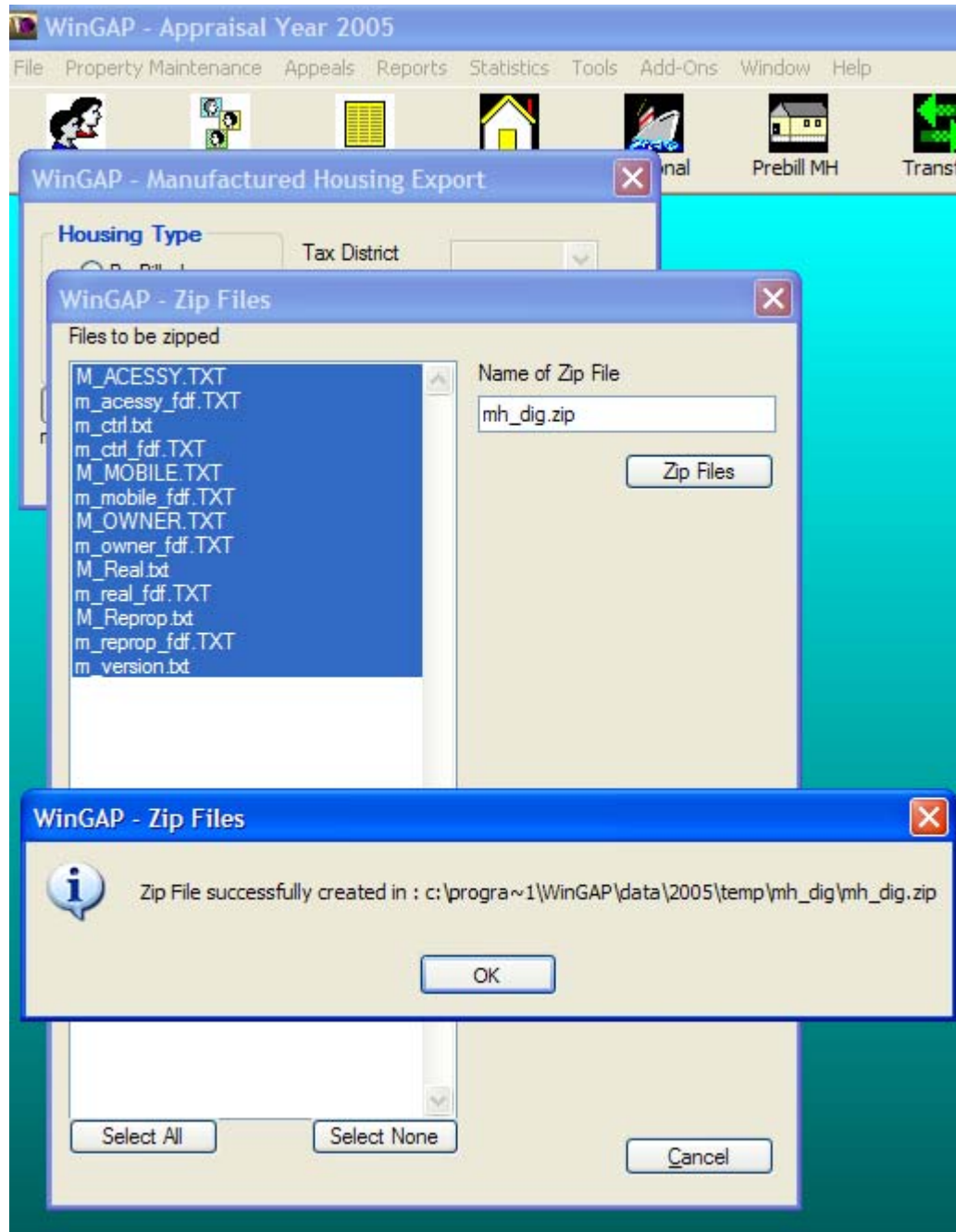


## WinGAP Technical Workshop

- Exporting Mobile Home Files

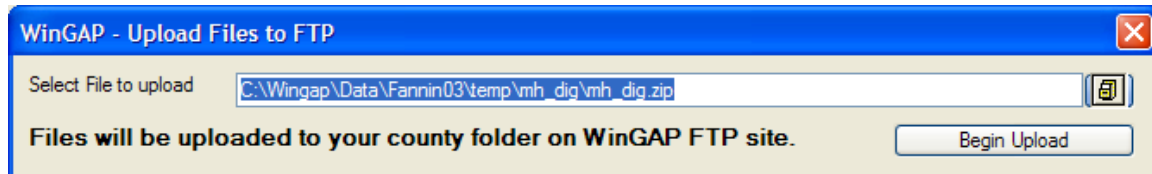
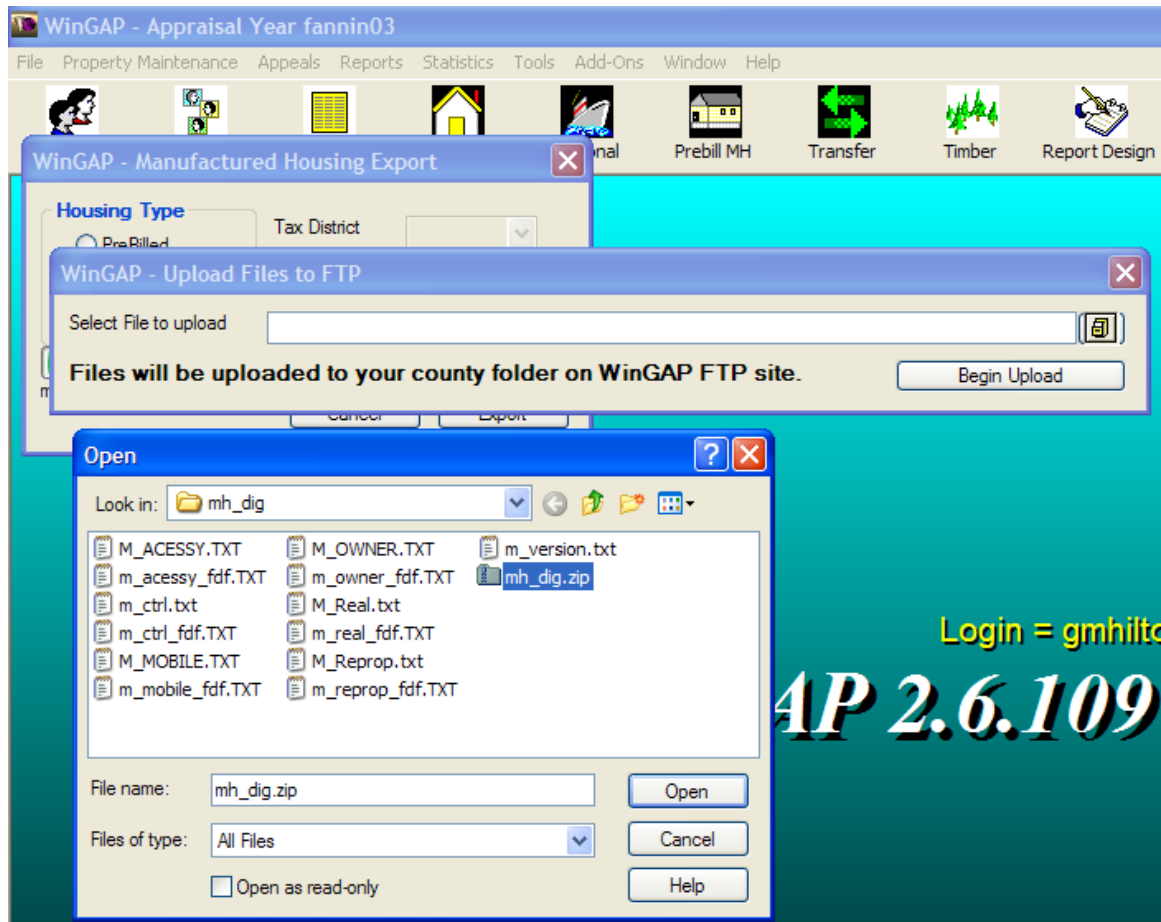


## WinGAP Technical Workshop





## WinGAP Technical Workshop



## WinGAP Technical Workshop

- **Printing Personal Property Returns**

The image shows the WinGAP - Personal Property Reporting Forms dialog box. It has a title bar with standard Windows window controls. The dialog is divided into several sections. The 'Form Type' section has five radio buttons: Business (selected), Boat, Aircraft, Freeport, and DNR Boats. The 'Selection Order' section has three radio buttons: Name (selected), Zip, and Account. To the right of these are two text input fields labeled 'Starting' and 'Ending'. Below these is a text input field labeled 'Minimum Value to Print Forms' with the value '0' entered. At the bottom, there is a 'Records Processed' label and a text input field. At the very bottom are three buttons: 'Cancel' (with a red X icon), 'Go' (with a green checkmark icon), and 'Exit'.

Before beginning this process you should have forms loaded and hopefully aligned. There is an alignment pattern available at the beginning of the print process to assist you in doing this. A dot matrix or other printer capable of printing continuous feed preprinted forms connected directly to the workstation's LPT1 port is necessary.

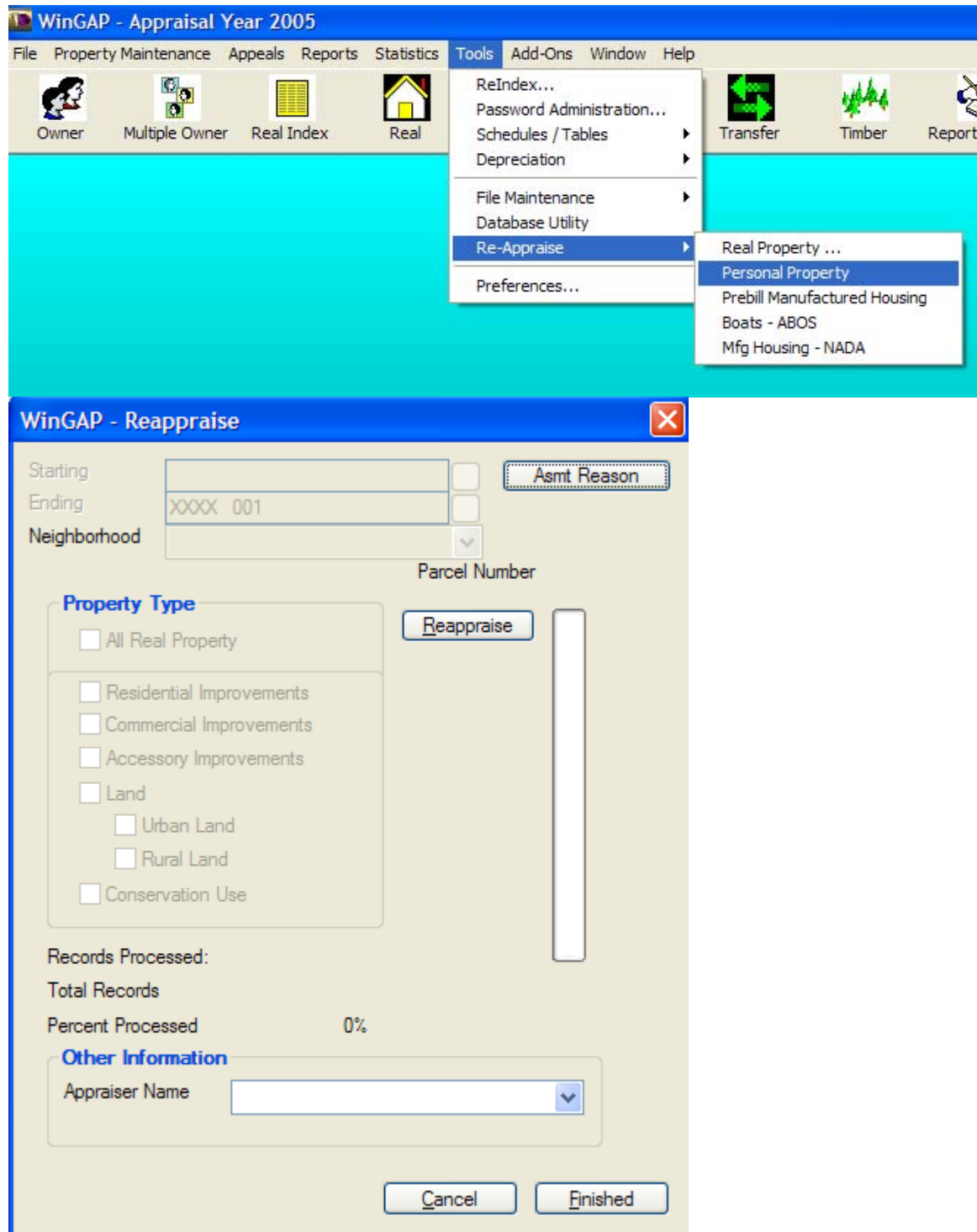
Printer Settings: 6 Lines per inch, 10 Pitch, Page Width 13 or greater.

## WinGAP Technical Workshop

- Reappraise Personal Property

### Recalculate Depreciation on Account Items

This should be performed anytime after year end cleanup but prior to recommending changes to the BOA.



## WinGAP Technical Workshop

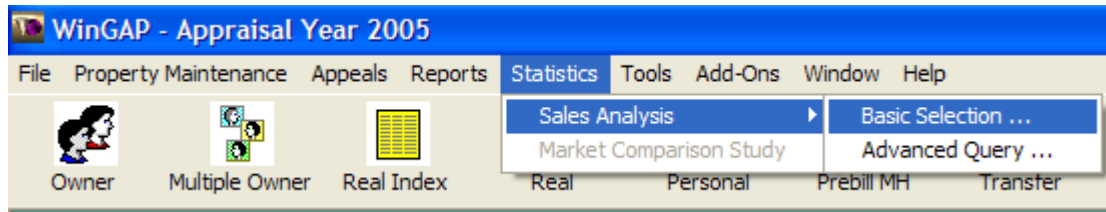
- **Sales Ratio Analysis (Define the problem)**

January 2, 2006

How do we define the problem?

Through ratio analysis!

Run ratio analysis on each Class of property



Run the ratios for each of the following criteria:

- i. Residential/LM,FM
- ii. Agricultural/LM,FM
- iii. Commercial/LM,FM
- iv. Industrial/LM,FM

# WinGAP Technical Workshop

## Residential/LM,FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

**Sales Criteria**

Starting Date: 01/01/2004  
Ending Date: 12/31/2004  
State Study: ☐

Use Class: ☒ Res ☐ Agr ☐ Com ☐ Ind  
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5  
Reason: ☐ All ☒ FM ☒ LM

**Real Property Criteria**

Starting Map:  Property Class:   
Ending Map:  Property Strat:   
Starting Acres: 0.00  
Ending Acres: 0.00

**Group Box**

Neighborhood:  Tax Dist:  Subdivision:   
Starting:  Ending:

**Residential Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0  
Heated Area: 0

**Commercial Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3779	0.3796	0.3815
Aggregate	0.3571	0.3593	0.3615
COD	0.1110		
PRD	1.0178		
Number of Samples	3,363		
Lowest Ratio	0.1004		
Highest Ratio	0.6989		
Min Sample Size	6		
Standard Deviation	0.1263		

100%

View Array

**Print Options**

☐ Summary  
☐ Details

**Print Order**

☐ Ratio  
☐ Acre  
☐ Parcel  
☐ Neighborhood  
☐ Grantor  
☐ Grantee  
☐ Sale Class

Print

OK

# WinGAP Technical Workshop

## Agricultural/LM,FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

**Sales Criteria**

Starting Date: 01/01/2004  
Ending Date: 12/31/2004  
State Study: ☐

Use Class: ☐ Res ☒ Agr ☐ Com ☐ Ind  
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5  
Reason: ☐ All ☒ FM ☒ LM

**Real Property Criteria**

Starting Map:  Property Class:  Starting Acres: 0.00  
Ending Map:  Property Strat:  Ending Acres: 0.00

**GroupBox**

Neighborhood:  Tax Dist:  Subdivision:   
Starting:  Ending:

**Residential Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0  
Heated Area: 0

**Commercial Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3094	0.3484	0.3659
Aggregate	0.2229	0.2541	0.2853
COD	0.2163		
PRD	1.2871		
Number of Samples	42		
Lowest Ratio	0.1097		
Highest Ratio	0.6022		
Min Sample Size	16		
Standard Deviation	0.2023		

100%

View Array

**Print Options**

☐ Summary  
☐ Details

**Print Order**

☐ Ratio  
☐ Acre  
☐ Parcel  
☐ Neighborhood  
☐ Grantor  
☐ Grantee  
☐ Sale Class

Print

OK

# WinGAP Technical Workshop

## Commercial/FM,LM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

**Sales Criteria**

Starting Date: 01/01/2004  
Ending Date: 12/31/2004  
State Study: ☐

Use Class: ☐ Res ☐ Agr ☒ Com ☐ Ind  
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5  
Reason: ☐ All ☒ FM ☒ LM

**Real Property Criteria**

Starting Map:  Property Class:  Starting Acres: 0.00  
Ending Map:  Property Strat:  Ending Acres: 0.00

**GroupBox**

Neighborhood:  Tax Dist:  Subdivision:   
Starting:  Ending:

**Residential Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0  
Heated Area: 0

**Commercial Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3756	0.3829	0.3883
Aggregate	0.3656	0.3722	0.3788
COD	0.0586		
PRD	1.0217		
Number of Samples	100		
Lowest Ratio	0.2383		
Highest Ratio	0.4720		
Min Sample Size	2		
Standard Deviation	0.0663		

View Array

Print Options:  
☐ Summary  
☐ Details

Print Order:  
☐ Ratio  
☐ Acre  
☐ Parcel  
☐ Neighborhood  
☐ Grantor  
☐ Grantee  
☐ Sale Class

Print

100%

OK

# WinGAP Technical Workshop

## Industrial/LM,FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

**Sales Criteria**

Starting Date: 01/01/2004  
Ending Date: 12/31/2004  
State Study: ☐

Use Class: ☐ Res ☐ Agr ☐ Com ☒ Ind  
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5  
Reason: ☐ All ☒ FM ☒ LM

**Real Property Criteria**

Starting Map:  Property Class:  Starting Acres: 0.00  
Ending Map:  Property Strat:  Ending Acres: 0.00

GroupBox: Neighborhood Tax Dist Subdivision

Starting:   
Ending:

**Residential Improvement**

Starting:   
Grade: 0  
YR Built: 0  
EFYR Built: 0  
Heated Area: 0

**Commercial Improvement**

Starting:   
Grade: 0  
YR Built: 0  
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3824	0.3882	0.4036
Aggregate	0.3866	0.3948	0.4030
COD	0.0473		
PRD	0.9783		
Number of Samples	36		
Lowest Ratio	0.3118		
Highest Ratio	0.4229		
Min Sample Size	1		
Standard Deviation	0.0490		

View Array

Print Options:  
☐ Summary  
☐ Details

Print Order:  
☐ Ratio  
☐ Acre  
☐ Parcel  
☐ Neighborhood  
☐ Grantor  
☐ Grantee  
☐ Sale Class

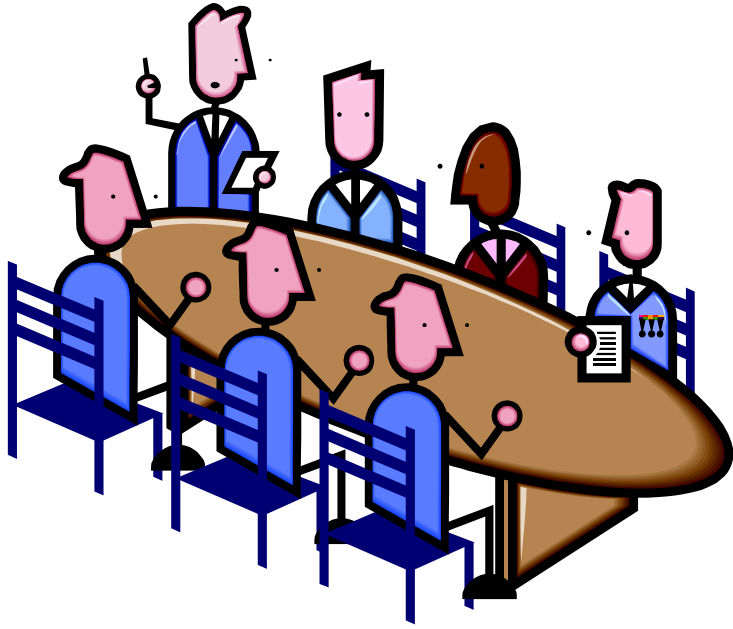
Print

100%

OK



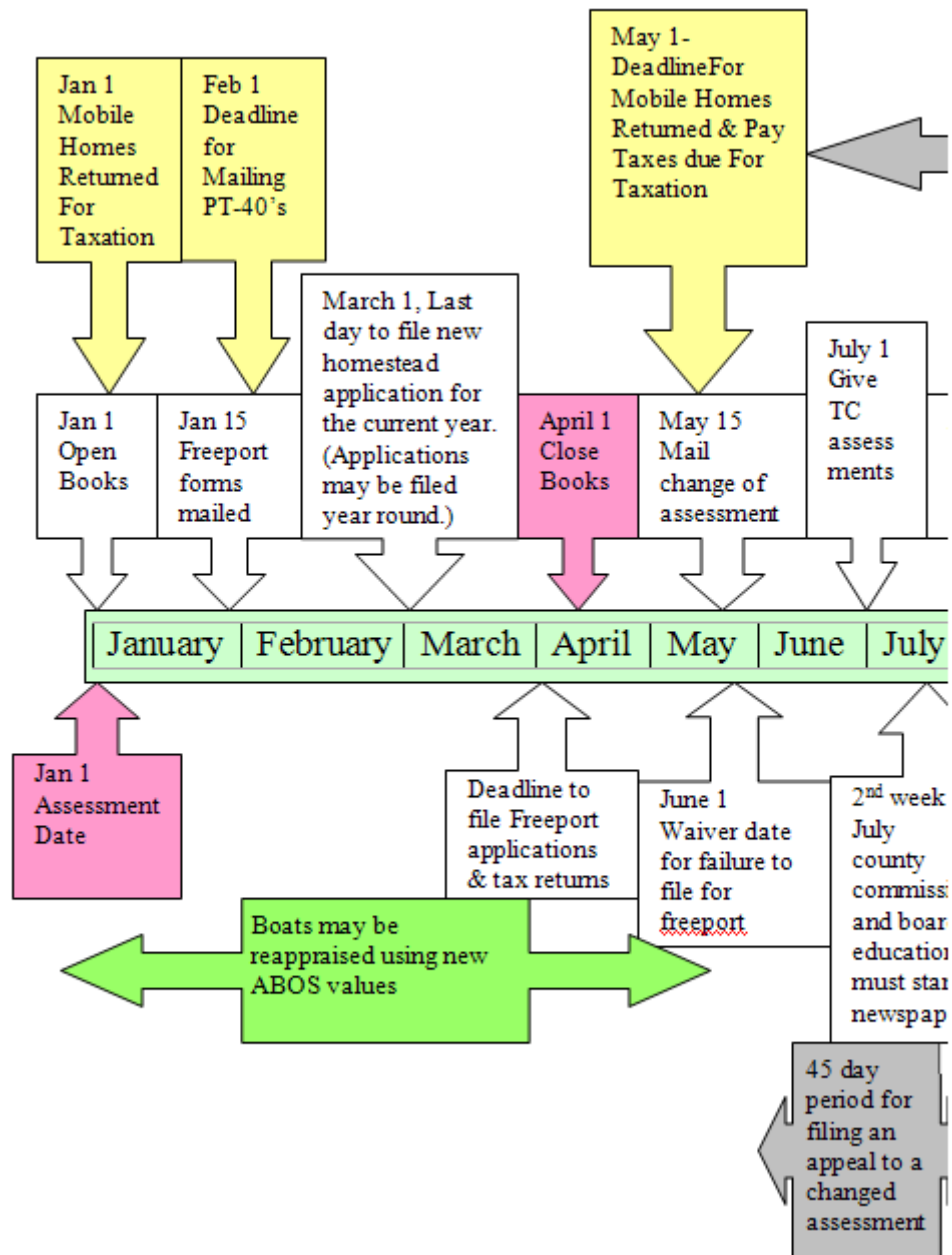
## WinGAP Technical Workshop



- a. Take Sales Ratio List/Results to BOA to be added to the minutes.
- b. This shows the BOA where the county stands on equalization, level of assessment, or bias.

## WinGAP Technical Workshop

- Assessors Timeline (Before Digest Submission)



## WinGAP Technical Workshop

- **Accepting Yearly Tax Returns**

- Taxpayer comes in to file a return
  - Note that the PT50R (return) may only be printed after performing Year End Cleanup
- Print tax return
- Taxpayer fills out and signs return
- Place tax payers return value in proper field in wingap

WinGAP - Real Property General Information - BALL JOE W

<< Top < Prev Next > End >> Account Number 19635 Duplicate ☐ Notice ☐ Tax Abatement

PIN (2) 0001- - 001-BBA TD 01 - County Asmt Reason

**Street Information**

House # Ext Dir Units Street Name

0

Type Quad Latitude Longitude

**Property Information**

LL 303 LD 07 GMD 1 Zoning

Legal : 7-1 LL303 DB374-169 2.0 ACS

Neighborhood MAIN ONE

Lendor Total Acres 2.00

Subdivision

Lot Blk Sec Phse

**Don Sheet Info**

Comp Retn 0

DOR Value 0

EZ Yr EZ Val 0

**Values**

Previous 68,548 Edit

Current 68,548

PC Retn 0

Land 0 Add

Res Imp 68,548 Edit

Comm Imp 0 Add

Acc Imp 0 Add

CUV 0 Remove

**Edit Information**

Data Entry dor Edit History

Review 01/01/1901

Appraiser

Alternate

**History**

2004	19,250
2003	19,250
2002	0

Future

New Owner

Transfer Imps

Transfer

Sales (2)

Permits

Appeals

Dup Imps

Income

Comments

BATTEN DOUGLAS G & STEVEN M  
PHC60-6 MAP\*162-25-1\*

Cancel Delete New Apply OK

Print PRC

Print PRC without Photo

Preview PRC

Preview PRC without Photo

PRC Holding Bin

**PT50R**

Homestead Application

Conservation Use Application

Preferential Application

Change of Assessment Notice

# WinGAP Technical Workshop

PT-50R (12/00)

## TAXPAYER'S RETURN OF REAL PROPERTY FANNIN COUNTY TAX YEAR 2006

08/15/2005

O.C.G.A. Section 48-5-15(a): "All improved and unimproved real property in this state which is subject to taxation shall be returned in person or by mail by the person owning the real property or by his agent or attorney to the tax receiver or tax commissioner of the county where the real property is located." Taxpayer or taxpayer's agent must complete Sections A, B, and C and sign in Section D. To avoid a 10% penalty, file not later than the due date of 04/01/2006

SECTION A: PROPERTY INFORMATION			
MAP & PARCEL IDENTIFICATION 0001 001BBA	TAX DISTRICT 01	ACCOUNT NO. 19635	If property is in a covenant, list year covenant first began
DESCRIPTION OF PROPERTY: 7-1 LL303 DB374-169 2.0 ACS			

SECTION B: OWNER INFORMATION	
PREVIOUS YEAR INFORMATION	CURRENT YEAR INFORMATION (IF DIFFERENT FROM PREVIOUS YEAR)
NAME BALL JOE W	NAME
ADDRESS 1 1389 PEACHTREE STREET NE	ADDRESS 1
ADDRESS 2 SUITE 300	ADDRESS 2
ADDRESS 3	ADDRESS 3
CITY, STATE, ZIP ATLANTA, GA 30309	CITY, STATE, ZIP
DAYTIME PHONE NO (Optional) ( ) -	DAYTIME PHONE NO (Optional)

SECTION C: FAIR MARKET VALUE INFORMATION					
TYPE OF REAL PROPERTY	ACRES	DESCRIPTION OF IMPROVEMENT	* CLASS / STRATA	PREVIOUS YEAR'S 100% FAIR MARKET VALUE	CURRENT YEAR TAXPAYER 100% STATED FAIR MARKET VALUE
LAND	2.00		R3	0	
LAND	0.00			0	
IMPROVEMENT			R1	68,548	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
TOTAL	2.00			68,548	
* CLASS REFERENCE: R-RESIDENTIAL C-COMMERCIAL A-AGRICULTURAL I-INDUSTRIAL * STRATA REFERENCE: 1-IMPROVEMENTS 5-LARGE TRACTS 3-LOTS 6-PRODUCTION/STORAGE/AUXILIARY 4-SMALL TRACTS					

SECTION D: TAXPAYER'S OATH	
<p>"I do solemnly swear that I have carefully read (or have heard read) and have duly considered the questions propounded in the foregoing tax list, and that the value placed by me on the property returned, as shown by the list, is the true market value thereof and I further swear that I returned, for the purpose of being taxed thereon, every species of property that I own in my own right or have control of either as agent, executor, administrator, or otherwise, and that in making this return, for the purpose of being taxed thereon, I have not attempted either by transferring my property to another or by any other means to evade the laws governing taxation in this state. I do further swear that in making this return I have done so by estimating the true worth and value of every species of property."</p>	
TAXPAYER OR AGENT'S SIGNATURE	DATE
SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2____ TAX RECEIVER OR NOTARY PUBLIC	

SECTION E: FOR TAX ASSESSOR'S OFFICE USE ONLY		
TOTAL ACRES	TOTAL ASSESSED VALUE	10% PENALTY

## WinGAP Technical Workshop

WinGAP - Real Property General Information - BALL JOE W

<< Top
< Prev
Next >
End >>

Account Number 
Duplicate
☒ Notice
 ☐ Tax Abatement

PIN (2)

TD

Asmt Reason

### Street Information

House #	Ext	Dir	Units	Street Name
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type	Quad	Latitude	Longitude	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Values

Previous	<input type="text" value="19,250"/>	<span>Edit</span>
Current	<input type="text" value="68,548"/>	
Return	<input style="background-color: #0056b3; color: white;" type="text" value="0"/>	

Land	<input type="text" value="0"/>	<span>Add</span>
Res Imp	<input type="text" value="68,548"/>	<span>Edit</span>
Comm Imp	<input type="text" value="0"/>	<span>Add</span>
Acc Imp	<input type="text" value="0"/>	<span>Add</span>
CUV	<input type="text" value="0"/>	<span>Remove</span>

### History

2001	<input type="text" value="19,250"/>
2000	<input type="text" value="0"/>
	<input type="text" value="0"/>

Future  
New Owner  
Transfer Imps  
Transfer  
Sales (2)  
Permits  
Appeals  
Dup Imps  
Income

### Property Information

LL	<input type="text" value="303"/>	LD	<input type="text" value="07"/>	GMD	<input type="text" value="1"/>	Zoning	<input type="text"/>
Legal :	<input type="text" value="7-1 LL303 DB374-169 2.0 ACS"/>						
Neighborhood	<input type="text" value="MAIN ONE"/>						
Lendor	<input type="text"/>			Total Acres	<input type="text" value="2.00"/>		
Subdivision	<input type="text"/>						
Lot	<input type="text"/>	Blk	<input type="text"/>	Sec	<input type="text"/>	Phse	<input type="text"/>

### Exemption Information

Homestead	<input type="text" value="S0"/>	HS App Date	<input type="text" value="/ /"/>
Pref YR	<input type="text"/>	<div style="border: 1px solid black; padding: 2px;"> <b>Floating Homestead</b>            Original <input type="text" value="0"/>            Current <input type="text" value="0"/> </div>	
CUV YR	<input type="text"/>		
Hist YR	<input type="text"/>		
Hist Val	<input type="text" value="0"/>		
EZ Yr	<input type="text"/>	EZ Val	<input type="text" value="0"/>

### Edit Information

Data Entry	<input type="text" value="dor"/>	<span>Edit History</span>
Review	<input type="text" value="01/01/1901"/>	
Appraiser	<input type="text"/>	
Alternate	<input type="text"/>	

#### Comments

BATTEN DOUGLAS G & STEVEN M  
 PHC60-6    MAP\*162-25-1\*

Help

Cancel
Delete
New
Apply
OK

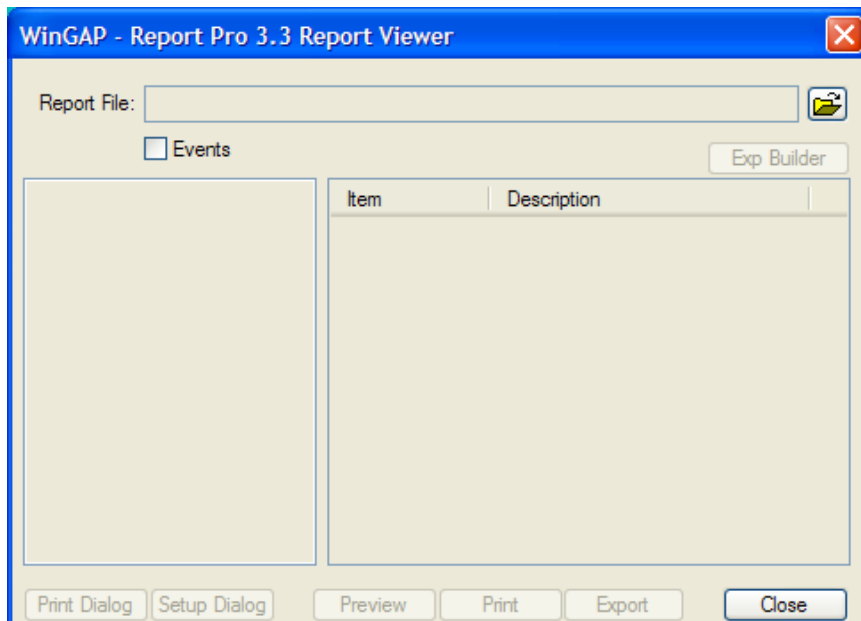
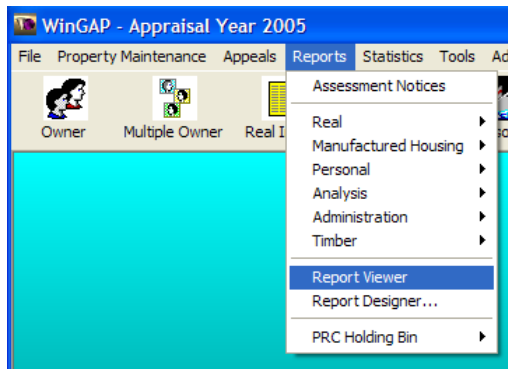
## WinGAP Technical Workshop

### ● Conservation Potential Breach 15 Day Notice

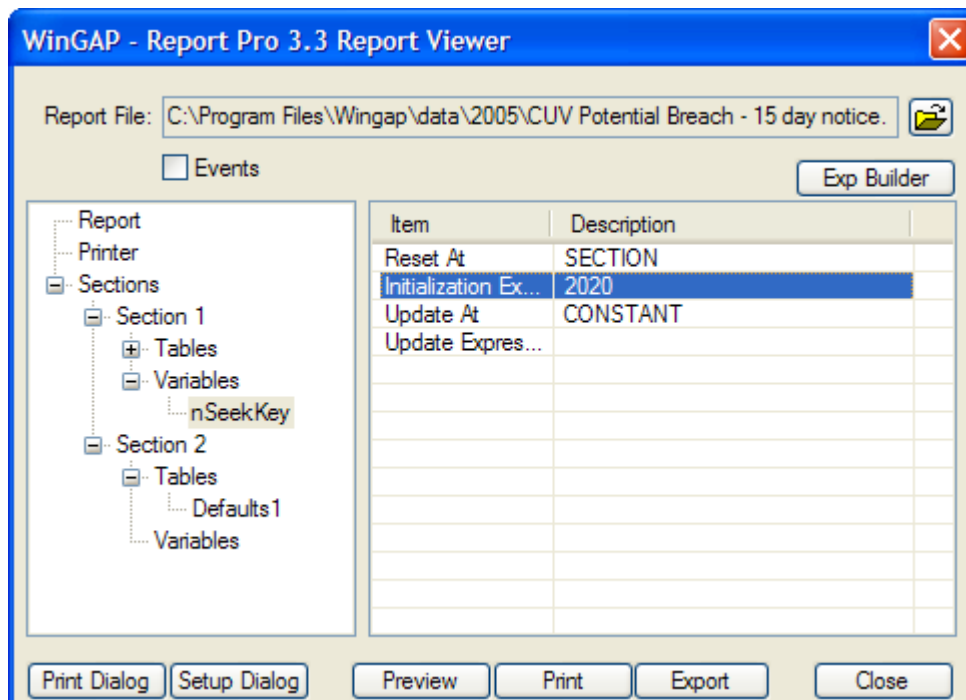
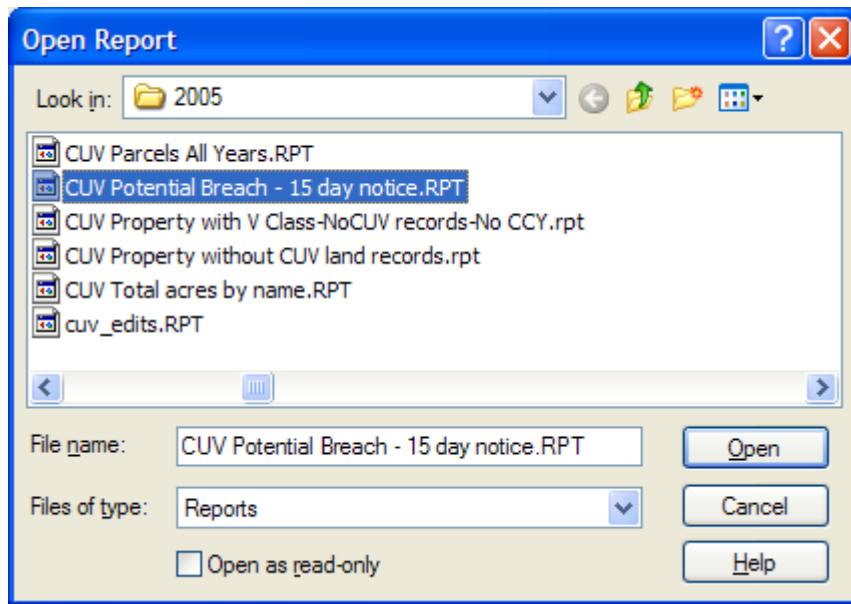
560-11-6-.04 (7) - When property receiving current use assessment and subject to a conservation use covenant is transferred to a new owner and the new owner fails to apply for a continuation of the current use assessment on or before the deadline for filing tax returns in the year following the year in which the transfer occurred, such failure may be taken by the board of tax assessors as evidence that a breach of the covenant has occurred in which case the board of tax assessors shall send to both the transferor and the transferee a notice of the board's intent to assess a penalty for the breach of the covenant. The notice shall be entitled "Notice of Intent to Assess Penalty for Breach of a Conservation Use Covenant" and shall set forth the following information:

(a) the requirement of the new owner of the property currently receiving current use assessment to apply for a continuation of the current use assessment within 15 days of the date of postmark of the notice;

(b) the requirement of the new owner of the property currently receiving current use assessment to continuously devote the property to an applicable bona fide qualifying use for the duration of the covenant.



## WinGAP Technical Workshop



# WinGAP Technical Workshop

Expression Builder - Initialization Expression

Fields Functions Variables

Realprop.Realkey  
 Realprop.Ownkey  
 Realprop.House\_No  
 Realprop.Extension  
 Realprop.Stdirect  
 Realprop.Sttype  
 Realprop.Street\_Nam  
 Realprop.Unit

<All Tables>

= < > + - \* / ( ) .and. .or. .not.

2020

Test Clear OK Cancel

[illegible]



## WinGAP Technical Workshop

Echols County  
420 West Main Street Ste 13  
(229)559-7370

<p><b>Important Notice</b> <b>Potential Breach of Conservation Use Covenant</b></p>
---

January 6, 2006

Dear

Due to recent activity regarding your property currently under a Property Tax covenant, the Tax Assessors office has reason to believe a potential breach of covenant may have occurred. Please contact or visit our office within 15 days of receipt of this letter in order to allow the Tax Assessors' office to make all possible effort to avoid any incorrect determinations of potential breaches to your tax

Parcel Number :  
Total Acres : 0.00

If you have any questions or if we can be of further help, please call us at 229.559.7370 or 229.559.5253.

Sincerely,

Ms. Shannon Mullis  
Echols County Board of Assessors

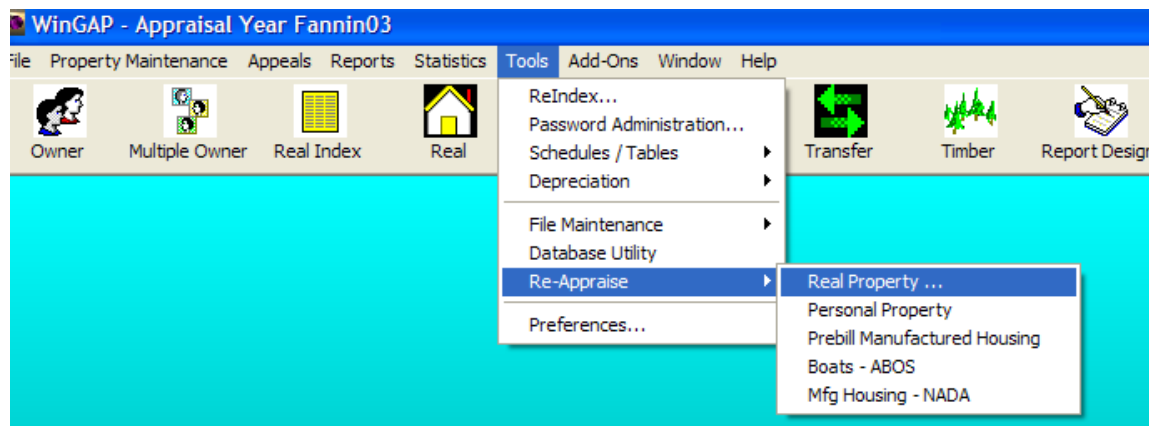
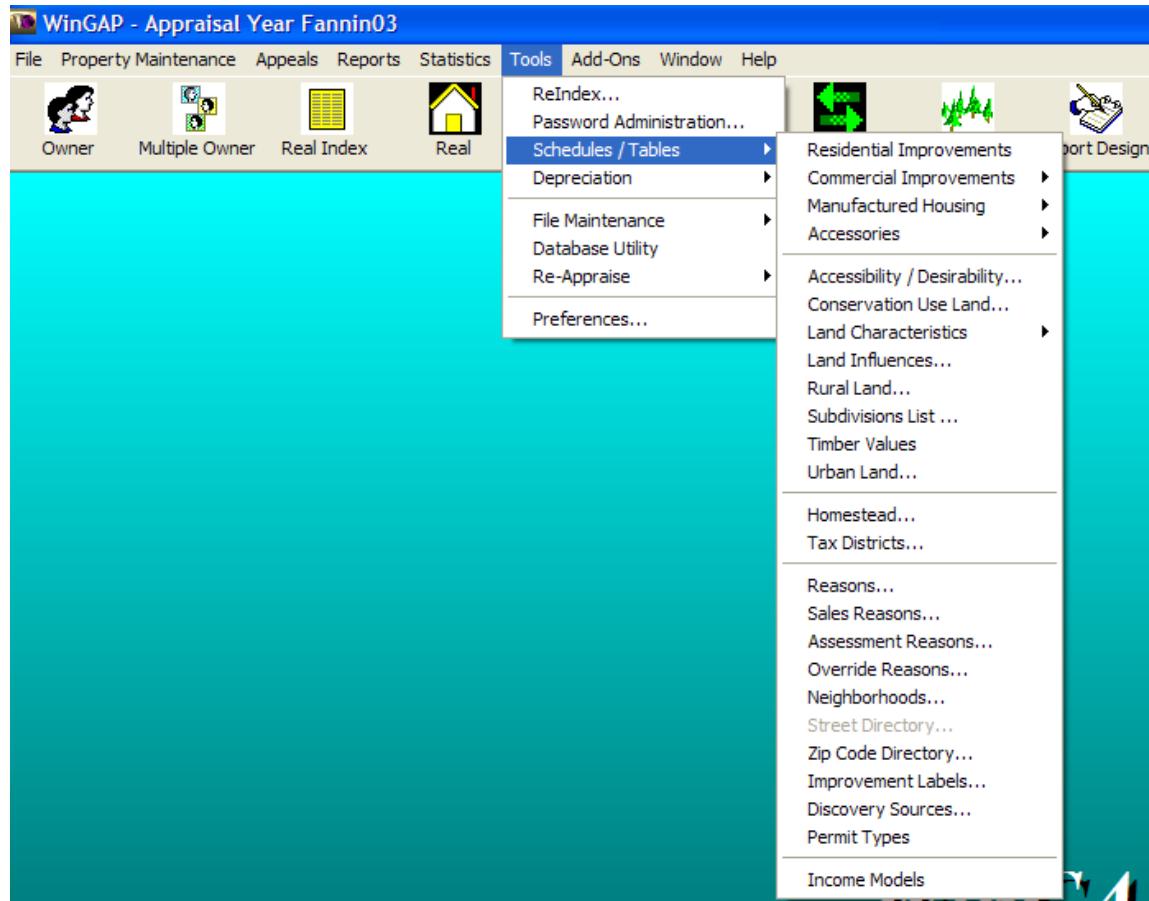
## WinGAP Technical Workshop

- **Schedule changes and reappraise Real Property**

R, A, C, I – Land/Building Table Changes

If schedule changes have been made, run reappraise for the property type that is impacted by the schedule modification

Note that it is always a good idea to run reappraise by each property type to ensure that all current values are calculated correctly.



## WinGAP Technical Workshop

### CUV Schedule Changes

#### Download New Year CUV Table of Values

Make changes to Conservation Use tables per current year table of values and run Conservation Use reappraise. New year CUV schedules may be obtained at [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov)



#### Find-it-Fast

[About Property Tax](#)

[Appeals](#)

[Appraisal Procedures Manual](#)

[Assessment of Property](#)

[Conservation Use Valuation](#)

[Exemptions](#)

[Forms](#)

[Homeowner's Tax Relief Credit](#)

[Laws](#)

[Links to Other Websites](#)

[more topics...](#)

[Property Records Online](#)

[Property Tax Guide Index](#)

[Property Taxes Levied](#)

[Public Utility Digest](#)

[Review of County Digests](#)

[Rollback of Millage Rate](#)

[Rules and Regs](#)

[Sales Tax Distributions](#)

[Tax Digest Consolidated Summary](#)

[Tax Liens](#)

[Tax Rates](#)

[Taxpayer Bill of Rights](#)

[Timber Valuation](#)

[Unclaimed Property Search](#)

[When Are Property Taxes Due?](#)

[Where to File a Homestead](#)

[Exemption](#)

[Who to Contact About Tax Bill](#)

[Where to Find Property Values](#)

#### **RULES FOR 2005 CONSERVATION USE VALUES**

The Department of Revenue adopted the proposed Rule on March 29, 2005. [Click here](#) for additional information.

## WinGAP Technical Workshop

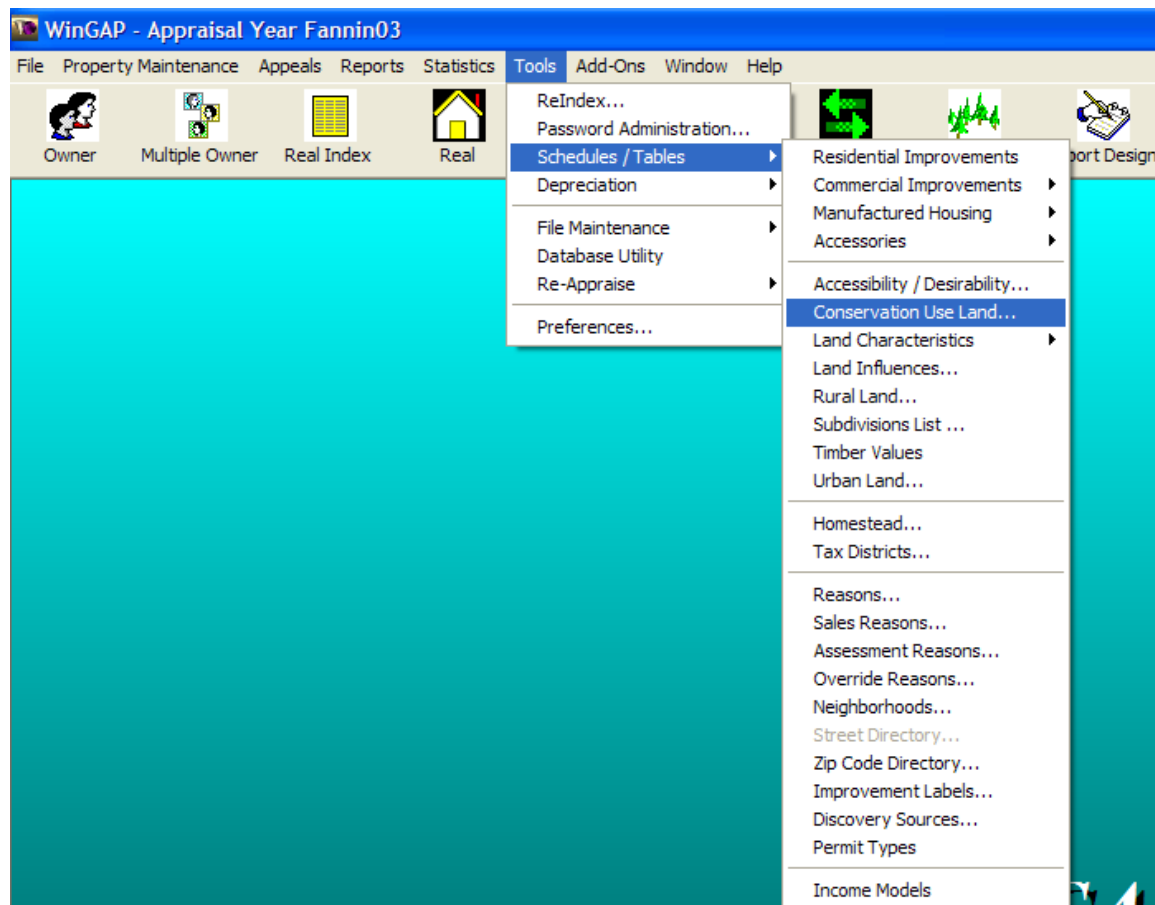
### 560-11-6-.09 Table of Conservation Use Land Values.

For the purpose of prescribing the current use values for conservation use land, the state shall be divided into the following 9 Conservation Use Valuation Areas (CUVA 1 through CUVA 9) and the following accompanying table of per acre land values shall be applied to each acre of qualified land within the CUVA for each soil productivity classification for timber land (W1 through W9) and agricultural land (A1 through A9):

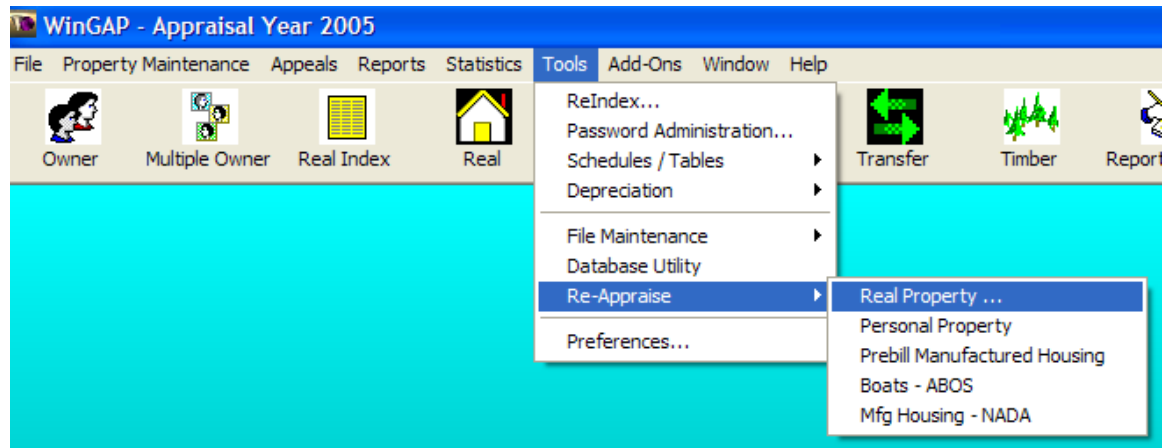
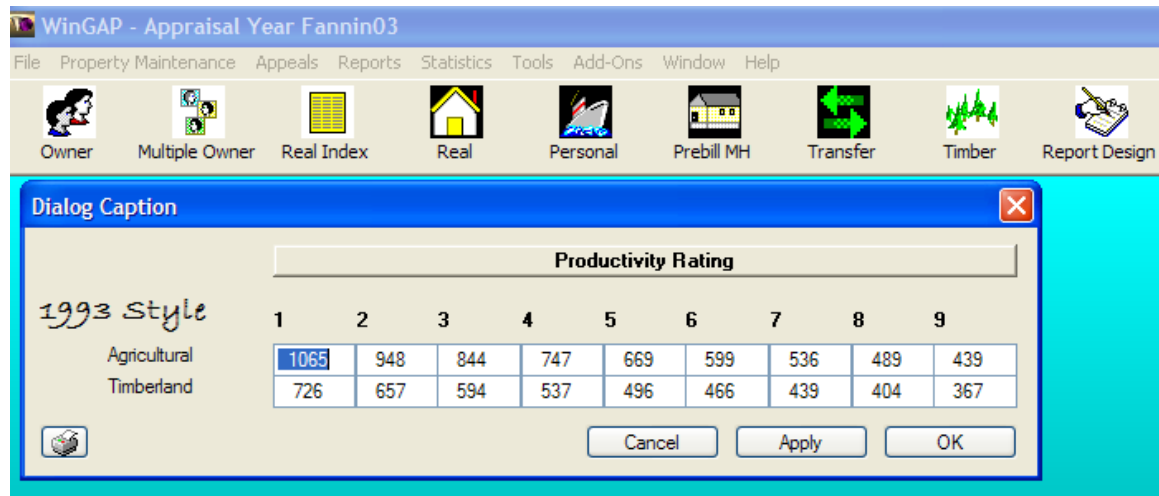
(a) CUVA #1 counties: Bartow, Catoosa, Chattooga, Dade, Floyd, Gordon, Murray, Paulding, Polk, Walker, and Whitfield. Table of per acre values: W1-585, W2-526, W3-477, W4-438, W5-402, W6-374, W7-351, W8-323, W9-294, A1-1060, A2-1003, A3-927, A4-850, A5-769, A6-688, A7-612, A8-537, A9-462;

(b) CUVA #2 counties: Barrow, Cherokee, Clarke, Cobb, Dawson, Dekalb, Fannin, Forsyth, Fulton, Gilmer, Gwinnett, Hall, Jackson, Lumpkin, Oconee, Pickens, Towns, Union, Walton, and White. Table of per acre values: W1-792, W2-716, W3-647, W4-586, W5-540, W6-507, W7-478, W8-440, W9-400, A1-1161, A2-1035, A3-921, A4-815, A5-730, A6-653, A7-585, A8-533, A9-478;

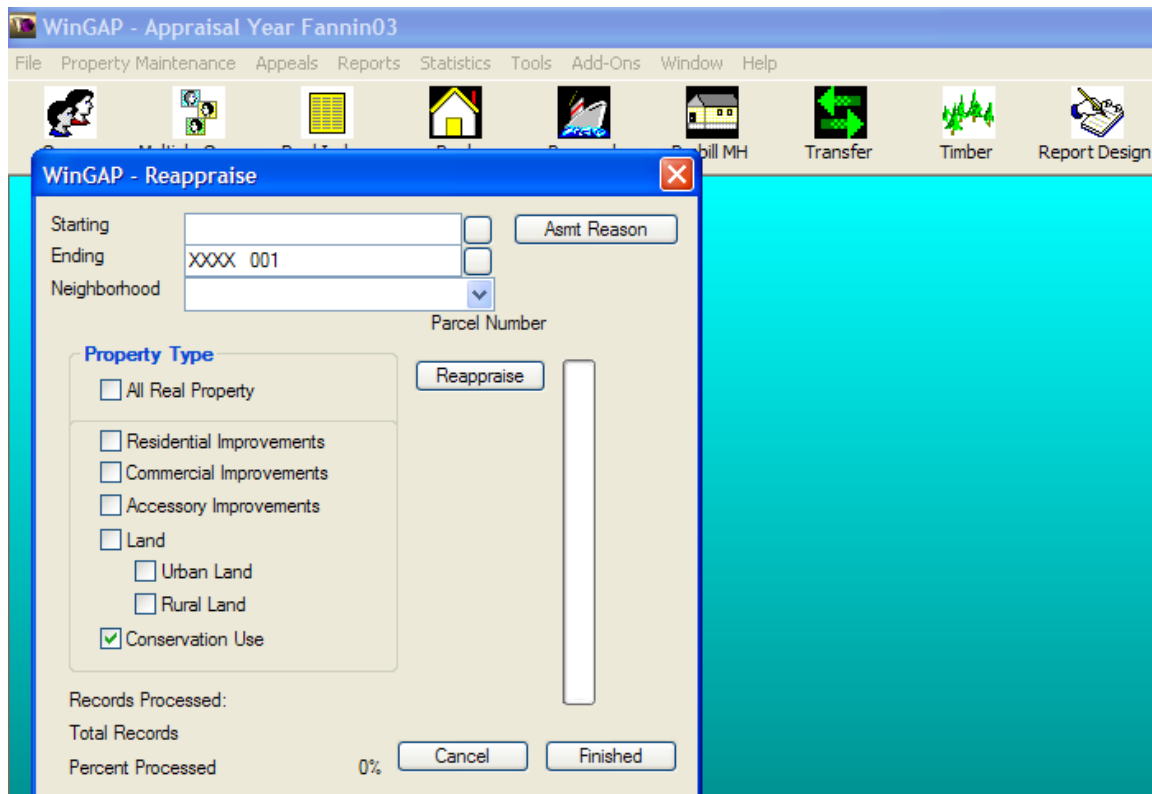
### Enter New Year Table of Values into WinGAP



## WinGAP Technical Workshop

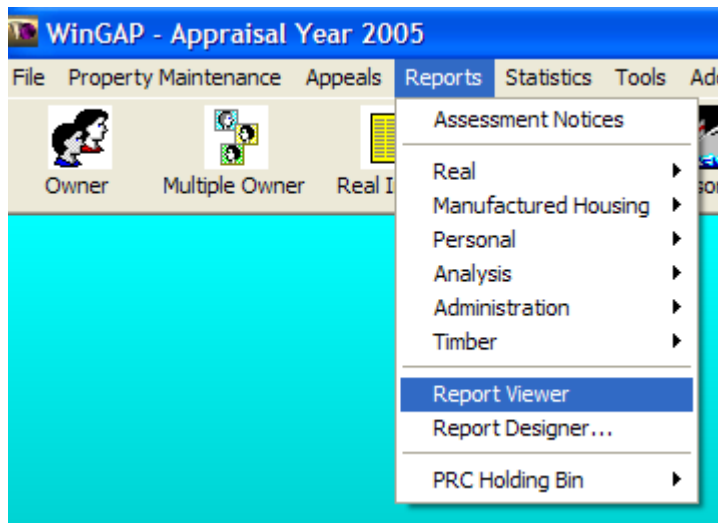


## WinGAP Technical Workshop

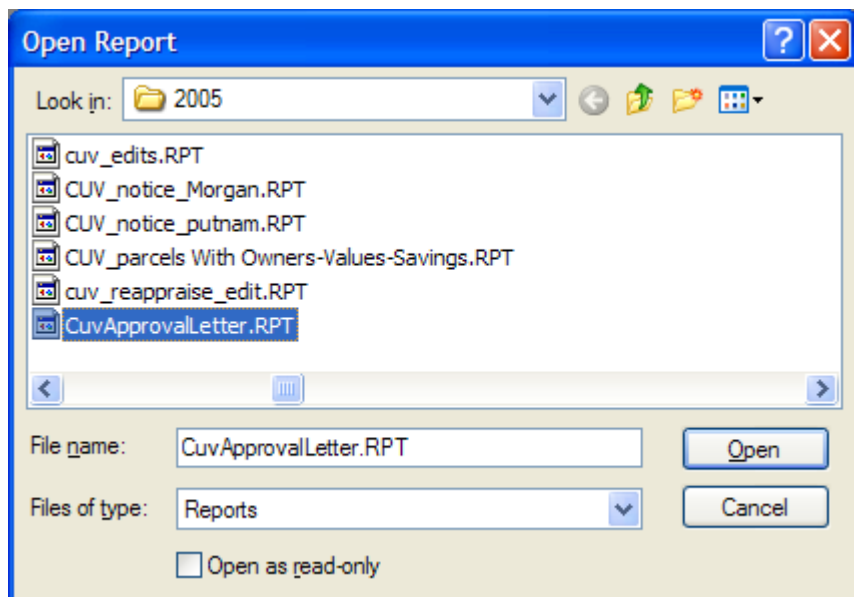
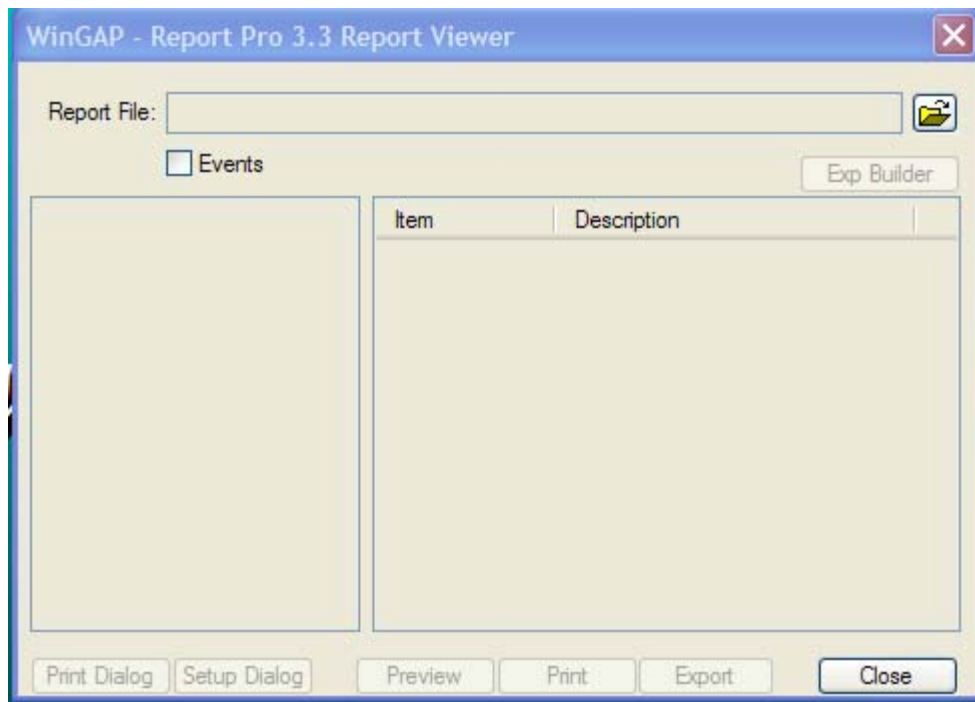


### CUV New Year Application Approval Letters

Mail out letters for Approved New Year Conservation Applications notifying the taxpayer.



## WinGAP Technical Workshop



# WinGAP Technical Workshop

WinGAP - ReportPro Designer - [Preview - C:\Program Files\Wingap\data\2005\CuvApprovalLetterMorgan.RPT]

File Page Window Help

Page 1

09/12/05

**Fannin County Tax Assessors Office**  
**420 West Main Street Ste 13**  
**Blue Ridge, GA 30513**

Digest Year 2003 (706)632-5954

## Letter To Taxpayer: This is not a BILL.

## Conservation Use Assessment Approved

ABERCROMBIE GARY LEONARD  
 572 CUTCANE ROAD  
 MINERAL BLUFF, GA 30559

(Regulation 560-11-6-.09) You have the right to file an appeal contesting the Board of Assessor's initial determination or subsequent change of the qualifying use of the property, the soil classification of any part or all of the qualified property, the valuation of any qualified improvements, the assessment ratio utilized with regard to the qualified property; as well as with regard to any alleged errors that may have been made by the assessors in the application of the tables and standards of value prescribed by the Commissioner. An appeal, however, may not be made concerning the tables or standards of value prescribed by the Commissioner pursuant to Regulation 560-11-6-.09 to the county Board of Assessors followed by an appeal either to the county Board of Equalization or to Arbitration and in either case, to appeal to Superior Court.

Mailing Date	March 31, 2005	Account Number	4627	Homestead	\$0
Tax District	COUNTY	Acres			37.00
Parcel Number	0030 111				
Property Description	8-2 LL198 37.0 ACS	Beginning Covenant Year	2005		

	Current Year FMV Value
100%	74,000
40%	29,600

	Covenant Information
Covenant 100% Value	18,306
Covenant 40% Value	7,322

	Taxable Amount
100%	18,306
40%	7,322

## LETTER TO TAXPAYER

Dear Property Owner;

The Fannin County Board of Tax Assessors, having reviewed the application for the above referenced parcel, has determined the property appears to meet the qualifications for Conservation Use Assessment. This assessment will appear on your tax bill for this year's digest in the form of an exemption.

During the ten (10) year covenant period any change in usage or ownership of the property could cause a breach of the covenant. Please advise us in writing of any changes.

The staff of the Fannin County Tax Assessors office will conduct periodic checks of the property.

Should you have any questions, please call our office and we will be glad to assist you.

Sincerely,

Fannin County Tax Assessors' Office

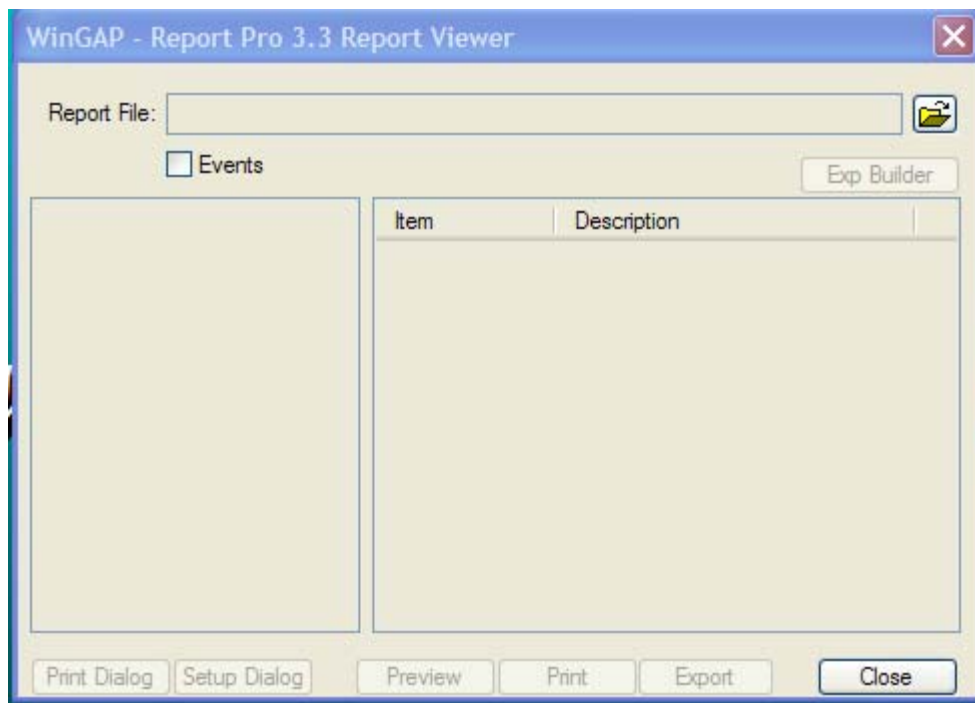
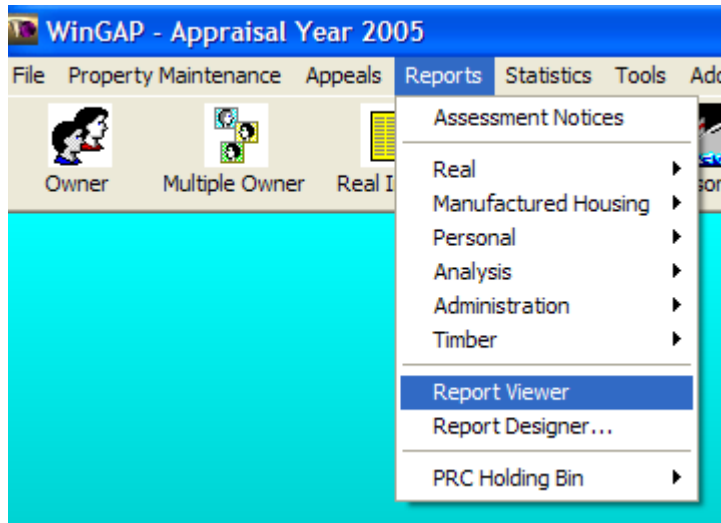


## WinGAP Technical Workshop

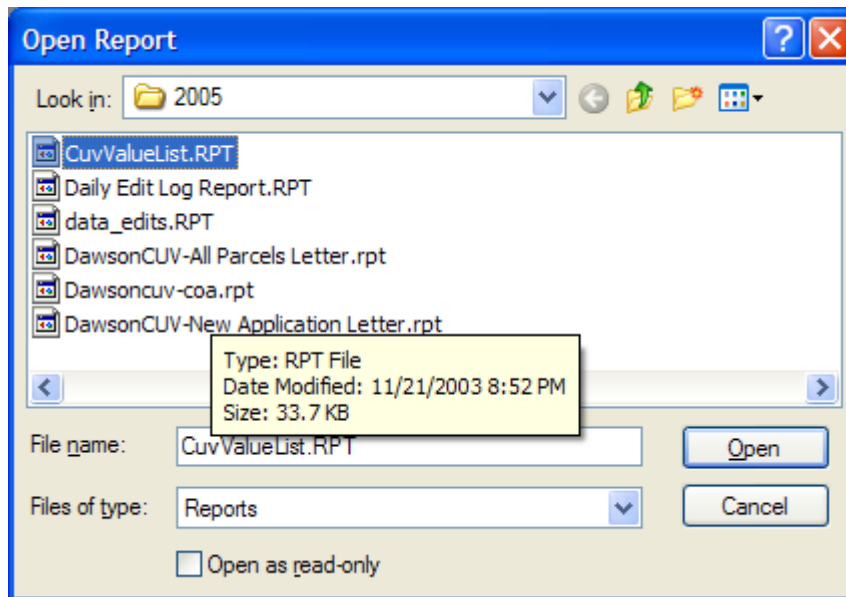
### Detailed CUV Parcel Report in CUV year/parcel order

Make sure you run this report in the **Report Viewer**.

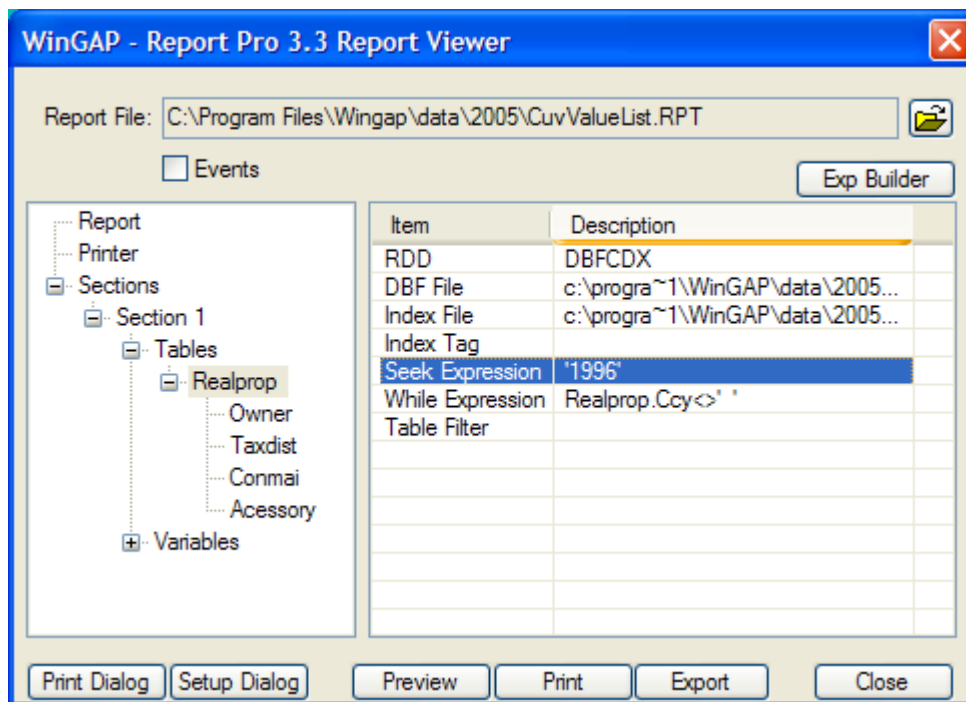
Other wise you will have to reselect the tables to get current digest year information.



## WinGAP Technical Workshop



Click the plus (+) sign until you see the realprop table.  
Highlight Realprop table, then highlight Seek Expression.  
Click Exp Builder.



## WinGAP Technical Workshop

Change Year to fit the first year of the earliest covenant.

**Expression Builder - Seek Expression**

Fields Functions Variables

Realprop.Realkey  
Realprop.Ownkey  
Realprop.House\_No  
Realprop.Extension  
Realprop.Stdirect  
Realprop.Sttype  
Realprop.Street\_Nam  
Realprop.Unit  
Realprop.Landst

<All Tables>

= < > + - \* / ( ) .and. .or. .not.

'1996'

Test Clear OK Cancel

12/12/05 09:41:37 AM

### CUV List with Values

Ordered by CCY + Map / Parcel

Owner	Map/Parcel	Account Number	Acres	CCY
TURNER MELVIN & NANCY J 28140 MORGANTON HWY SUCHES, GA 305720142	0001 001L	17363	30.42	1996
		Current Year FMV Value	Cov 100% Value	Cov Accessories
		73,008	12,570	0
MORRISON DONALD C & HEATHER E & WEISS ANN ELIZABETH 1507 CORTEZ LAND NE ATLANTA, GA 303193911	0001 A 016	81	10.00	1996
		Current Year FMV Value	Cov 100% Value	Cov Accessories
		50,000	4,215	0
YONTS DAISY DAVIS & NOAH LEE 817 DAVIS DRIVE SUCHES, GA 305720145	0002 004A	140	8.90	1996
		Current Year FMV Value	Cov 100% Value	Cov Accessories
		55,189	3,907	0
TURNER NANCY JANE & ETAL 28140 MORGANTON HWY SUCHES, GA 30572	0003 05401	269	37.15	1996
		Current Year FMV Value	Cov 100% Value	Cov Accessories
		89,180	15,009	0

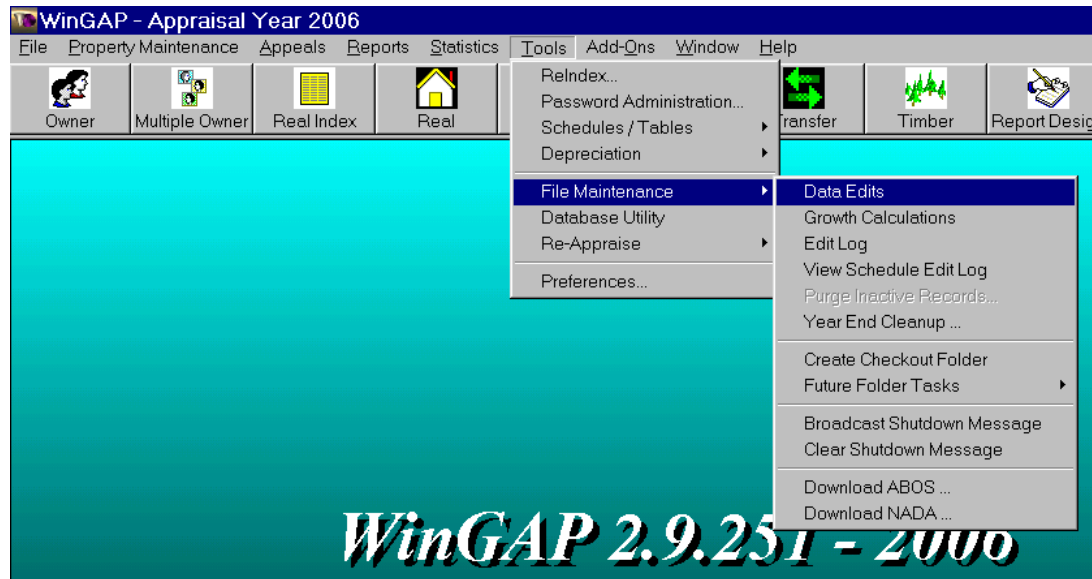
## WinGAP Technical Workshop

- Preliminary Assessment Notice Work

### Run Data Edits

**Note:** If you receive an error concerning Visual FoxPro Libraries, contact Tech Support for assistance.

The File Maintenance option on the Tools Menu is used to access a supplemental menu, shown below:



The Data Edits menu option provides the WinGAP Administrator with a means of checking data integrity prior to sending change of assessment notices, running digest exports or at any time such a check is desired. Before the Data Edits routine can be run the data\_edits.exe must be present in the WinGAP folder and the data\_edits.rpt file must be present in the appraisal year where the edits are being run.

At the conclusion of the routine, the user will be presented a preview of the Data Edits report. The user can elect to print all of the report, select a range of pages to print or print none of the report.

The following checks and edits are made during the **All Data Edits** routine:

- a. Owners w/o property
- b. Parcels w/o property items (land, res imp, comm imp, accessories)
- c. Res imp w/ mh occupancy and no mobile home record
- d. Comm imp w/ extra feature value but no extra features
- e. Personal Prop Accts w/o property items (cost, boats, etc)
- f. Parcels/Accts where the sum of items does not equal current value (current value is corrected in such situations)
- g. Orphaned records (records that do not have a parent, i.e. parcels with no owner, res imp not attached to a parcel, etc)
- h. Property with zero value
- i. Properties that exceed user specified min and max values
- j. Homesteaded parcels w/o improvements
- k. Properties w/ missing digest codes
- l. Conservation Use Covenant issues
- m. Preferential Covenant issues
- n. Freeport Exemption data problems
- o. Mfg Housing data problems

## WinGAP Technical Workshop

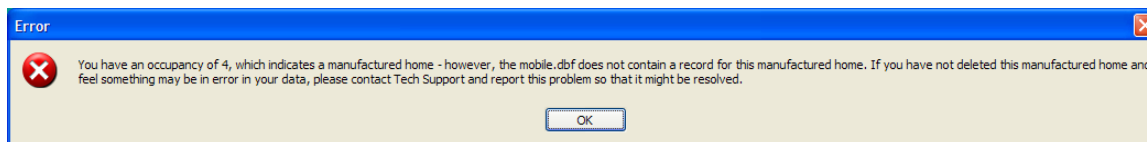
- p. Change of Assessment Reason assignments
- q. Parcels and Personal Property Accounts that have a value difference but no COA Reason/Not Flagged for Notice
- r. Mfg Housing class assignments
- s. Life Expectancy Assignments for Mfg Housing
- t. Land Type/Class Validation
- u. Sketch / Photo Validation

**a. Owners w/o Property** – These are owners that have no real, personal or prebilled mfg housing accounts assigned to them. There is no harm in leaving these records in WinGAP except for the confusion that may result from having owner information that does not relate to any property type. Owners without property can be removed from the system by:

- i. Performing an Owner Search and locating the owner on the report
- ii. Confirm that the selected owner has no property assigned (check the Assessment Info and Value section of the screen for numbers and values greater than zero)
- iii. If the non-existence of property is confirmed, click the Delete button
- iv. Key the password which is **delete**
- v. Repeat steps 1 – 4 until all owners are removed

**b. Parcel w/o property items** – Parcels included in this section of the report have no property components such as land, residential improvements, commercial improvements, accessories, etc. assigned to them. These parcels should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of a parcel without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

**c. Residential improvements with mfg housing occupancy and no mobile home record** – On rare occasions a user may receive the following error message when accessing residential improvements:



The message states that: **You have an occupancy of 4, which indicates a manufactured home – however, the mobile.dbf does not contain a record the manufactured home. If you have not deleted the manufactured home and fee something may be in error in your data, please contact Tech Support and report the problem so that it may be resolved.**

Residential improvements that appear on in this section of the Data Edits report will produce the above error message. If the mfg home was deleted and the residential improvement was not removed but should have been, the user can correct the problem in the following manner.

- i. Using the improvement key, proceed to the improvement (the improvement in question may not be the first residential improvement that appears.)
- ii. Change the occupancy to an occupancy other than Mobile Homes and delete the improvement or add the missing mfg housing information.
- iii. If the improvement cannot be accessed, contact Tech Support

### **d. Commercial improvements with extra feature value but no extra features –**

These commercial improvements would be improvements that have an extra feature value in the commercial improvement record and consequently included in the commercial building value but there are no extra features present. The user should confirm that the extra features should have been removed and when the commercial improvement is edited the extra feature value will be set to zero. If the extra features should be present, they will need to be added to the improvement.

**e. Personal property accounts without property items** - Accounts included in this section of the report have no property components such as inventory, machinery & equipment, boats, etc. assigned to them. These accounts should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of an account without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

### **f. Parcels/Accounts where the sum of the items does not equal current value**

– On occasions, due to errors/aborts or work in FoxPro, a parcel or personal property account's current value may not equal the sum of the property components. Such situations are listed within this section of the Data Edits report. The Data Edits routine corrects the current value by setting it to the sum of the property components but the parcels/accounts are brought to the attention of the user. **All edits are critical but this edit is especially critical before the printing of Change of Assessment Notices.** The current value is printed on the notice and it is imperative that it is correct.

**g. Orphaned records** – Orphaned records are parcels that do not have an owner, residential improvements that do not have a parcel assigned to them, boats that do not have an account, etc. Orphaned records may occur as a result of errant data management routines, by issues within WinGAP or hardware malfunction. Orphaned records should be a rarity. However, if any orphaned records should exist Data Edits will report them and also remove them from the system.

**h. Property with zero value** – The routine identifies all property (real, personal, mfg housing) that has a zero value. A property is determined to have a zero value when both the calculated value and the override value are zero. In some cases, this could be legitimate. However, in most situations the zero value is a result of a data entry error. Some examples of data entry error are a grade of 0, obsolescence and depreciation factors of 0, etc. On some occasions, zero values could be the result of problems in schedules where the appraiser has entered a unit value or factor that results in a zero calculated value.

**i. Properties that exceed user specified max and min values** – This section of the Data Edits routine allows the user to specify a maximum legitimate value and a minimum legitimate value for each property type. The routine will then check for property that exceeds that maximum value and property that is greater than zero but is less than the minimum value. The goal is to identify properties that have extremely high values or extremely low values. These properties can then be reviewed for accuracy.

## WinGAP Technical Workshop

The max and min values are entered on screens as shown below:

The screenshot shows a Microsoft Visual FoxPro window with a menu bar (File, Edit, Window, Help) and a data entry form. The form contains the following text and input fields:

ESC = Cancel Edit	
Min Land Value :	<input type="text" value="500"/>
Max Land Value :	<input type="text" value="1,000,000"/>
Min Res Imp Value :	<input type="text" value="1,000"/>
Max Res Imp Value :	<input type="text" value="750,000"/>
Min Comm Imp Value:	<input type="text" value="5,000"/>
Max Comm Imp Value:	<input type="text" value="5,000,000"/>

The max and min values are saved in a table and presented to the user the next time the routine is run. If desired, the user may skip the max-min edit routine by press ESC.

**j. Homesteaded parcels without improvements** – The parcels reported during this portion of Data Edits are those that have a homestead code other than S0 or blank but do not have a residential improvement. In some situations, a homestead maybe assigned to a parcel with a commercial improvement or perhaps even an accessory improvement but these are exceptions and will be reported as potential errors by the edit.

**k. Properties with missing digest codes** – Parcels and property items with missing or invalid digest codes are reported by this edit routine. The digest classification and digest stratification are checked independently and if either digest code is blank or invalid, the property will be listed. The routine does not check for an invalid mix of codes such as a digest class of Commercial (C) assigned to an improvement with Conservation Use (V) classed land or a Residential improvement ( R ) placed on Agricultural classed (A) land.

**l. Conservation Use Edit** – Parcels with CCY year and no records in Conmai.dbf. Parcels with Conmai records but no CCY or V digest code.

**m. Preferential Covenants Checks** – Parcels with PCY year and no check in preferential land sub-records. Parcels with no PCY and a check in preferential sub-records.

**n. Freeport Exemption Problems** – Accounts with application date not equal to digest year. Incorrect values in Gross and Net fields.

**o. Mfg Housing Edits** – The following checks are performed during the Data Edits routine on Manufactured Housing data;

## WinGAP Technical Workshop

- 1) Invalid class assignment to a mfg housing record (EX, VG, GD, AV, FR and LC are the valid classes)
- 2) Class assignment to a mfg home does not match the class assignment in the Mfg/Model table

**p. Change of Assessment Reason Edits** – Real property and personal property accounts are checked for the existence of a notice flag and no COA reason or the existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag.

**q. Parcels and Personal Property Accounts that have a value difference but no COA Reason/Not Flagged for Notice** – Real property and personal property accounts that have a value difference but no COA reason or the existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag are checked.

**r. Mfg Housing Class Assignments** – The Class assignment made to a mobile home record is compared to the assignment in the Mfg Housing table and reported when the two are not the same.

**s. Life Expectancy Assignments** – Life Expectancy assignments made to Mobile Home records are compared to Life Expectancy for the Mfg/Model entry in the Mfg Housing table and reported when the two are not the same.

**t. Land Type/Class Validation** – Land Types and Classes are validated against the Rural Land schedule and reported when they are not found in the table.

**u. Sketch / Photo Validation** – A function for synchronizing the value of the sketch and photo fields with existing data / photographs has been added. This can be used when sketches or photos are manipulated outside of WinGAP application control.



## WinGAP Technical Workshop

### Data Edits Report

At the completion of the edit routines, the user is presented a preview of the Data Edits report. The report can be printed in its entirety, by selected pages or previewed only. An example of the report can be seen below.

03/07/2005		WinGAP Data Edits			1
Problem	MapID	Prop Type	Key	Parent File	Parent Key
Owners w/o child records		Owner	15486		0
Owners w/o child records		Owner	15483		0
Parcels w/o child records	001 003Y	Real	5174		0
Parcels w/o child records	004 005Y	Real	5194		0
Parcels w/o child records	0058- -002	Real	4218		0
Parcels w/o child records	0059- -024	Real	4217		0
Parcels w/o child records	100 001	Real	4228		0
Parcels w/o child records	123 001	Real	4231		0
Parcels w/o child records	123 333	Real	4230		0
Parcels w/o child records	222	Real	5212		0
Parcels w/o child records	222 999	Real	4227		0
Parcels w/o child records	900	Real	4233		0
Parcels w/o child records	TEST 099	Real	5193		0
Parcels w/o child records	TEST IT	Real	5191		0
Res Imps (MH) w/o mobile records	005 009	Res Imp	2460	Real	53
Res Imps (MH) w/o mobile records	005 016	Res Imp	2370	Real	60
Res Imps (MH) w/o mobile records	005 026	Res Imp	2065	Real	70
Res Imps (MH) w/o mobile records	006 009	Res Imp	2247	Real	83
Res Imps (MH) w/o mobile records	006 027	Res Imp	2014	Real	3581
Res Imps (MH) w/o mobile records	011 018	Res Imp	2237	Real	160
Res Imps (MH) w/o mobile records	012 014	Res Imp	54	Real	175
Res Imps (MH) w/o mobile records	012 016	Res Imp	57	Real	177
Res Imps (MH) w/o mobile records	014 017	Res Imp	2406	Real	215
Res Imps (MH) w/o mobile records	015 022	Res Imp	81	Real	257

Following is an explanation of each column in the report:

- Problem – a definition of the edit that produced an entry on the report
- MapID – the map and parcel identifier
- Prop Type – the property type that has been identified as having a problem
- Key – the unique key number that is associated with the record having the problem
- Parent File – Some property items can only be accessed through another property type known as its parent which is identified in this column. For example, a residential improvement cannot be accessed directly. The user must first locate the parcel, open the residential improvement with the Edit button and identify the improvement in question with the key identifier from the Key column. In this case, the parent file would be Real and the property type would be Res Imp.
- Parent Key – the account number for the parent property type

Correct issues noted in Data Edits Report

## WinGAP Technical Workshop

### Final Sales Ratio Analysis (Problem Fixed)

Rerun ratio analysis by class to see if you have solved any level of assessment, equalization, or bias problems.

### Residential/LM,FM

The screenshot displays the WinGAP software interface for the Appraisal Year 2005Hall. The main window, titled "WinGAP - Ratio Analysis Criteria", contains several sections for configuring the analysis:

- Sales Criteria:** Includes fields for Starting Date (01/01/2004), Ending Date (12/31/2004), and State Study. It also has checkboxes for Use Class (Res, Agr, Com, Ind), Use Strat (1, 3, 4, 5), Reason (All), and checkboxes for FM and LM.
- Real Property Criteria:** Includes fields for Starting Map, Ending Map, Property Class, Property Strat, Starting Acres (0.00), and Ending Acres (0.00).
- Residential Improvement:** Includes fields for Grade (0), YR Built (0), EFYR Built (0), and Heated Area (0).
- Commercial Improvement:** Includes fields for Grade (0), YR Built (0), and EFYR Built (0).

Overlaid on the main window is the "WinGAP - Sales Ratio Analysis" window, which displays the results of the analysis:

	LCI	Actual	UCI
Median	0.3779	0.3796	0.3815
Aggregate	0.3571	0.3593	0.3615
COD	0.1110		
PRD	1.0178		
Number of Samples	3,363		
Lowest Ratio	0.1004		
Highest Ratio	0.6989		
Min Sample Size	6		
Standard Deviation	0.1263		

The Sales Ratio Analysis window also includes a "Print Options" section with radio buttons for Summary and Details, a "Print Order" section with radio buttons for Ratio, Acre, Parcel, Neighborhood, Grantor, Grantee, and Sale Class, and a "Print" button. There is also a "View Array" button and a "100%" checkbox.

At the bottom of the main window, there is a "Records Processed:" field and buttons for "Print Screen" and "Clip Sa".

## WinGAP Technical Workshop

Agricultural/LM,FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

**Sales Criteria**

Starting Date: 01/01/2004  
Ending Date: 12/31/2004  
State Study: ☐

Use Class: ☐ Res ☒ Agr ☐ Com ☐ Ind  
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5  
Reason: ☐ All ☒ FM ☒ LM

**Real Property Criteria**

Starting Map:  Property Class:  Starting Acres: 0.00  
Ending Map:  Property Strat:  Ending Acres: 0.00

**GroupBox**

Neighborhood:  Tax Dist:  Subdivision:   
Starting:  Ending:

**Residential Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0  
Heated Area: 0

**Commercial Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3094	0.3484	0.3659
Aggregate	0.2229	0.2541	0.2853
COD	0.2163		
PRD	1.2871		
Number of Samples	42		
Lowest Ratio	0.1097		
Highest Ratio	0.6022		
Min Sample Size	16		
Standard Deviation	0.2023		

100%

View Array

**Print Options**

☐ Summary  
☐ Details

**Print Order**

☐ Ratio  
☐ Acre  
☐ Parcel  
☐ Neighborhood  
☐ Grantor  
☐ Grantee  
☐ Sale Class

Print

OK

# WinGAP Technical Workshop

Commercial/FM,LM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

**Sales Criteria**

Starting Date: 01/01/2004  
Ending Date: 12/31/2004  
State Study: ☐

Use Class: ☐ Res ☐ Agr ☒ Com ☐ Ind  
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5  
Reason: ☐ All ☒ FM ☒ LM

**Real Property Criteria**

Starting Map:  Property Class:  Starting Acres: 0.00  
Ending Map:  Property Strat:  Ending Acres: 0.00

**GroupBox**

Neighborhood:  Tax Dist:  Subdivision:   
Starting:  Ending:

**Residential Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0  
Heated Area: 0

**Commercial Improvement**

Grade: 0  
YR Built: 0  
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3756	0.3829	0.3883
Aggregate	0.3656	0.3722	0.3788
COD	0.0586		
PRD	1.0217		
Number of Samples	100		
Lowest Ratio	0.2383		
Highest Ratio	0.4720		
Min Sample Size	2		
Standard Deviation	0.0663		

View Array

Print Options:  
☐ Summary  
☐ Details

Print Order:  
☐ Ratio  
☐ Acre  
☐ Parcel  
☐ Neighborhood  
☐ Grantor  
☐ Grantee  
☐ Sale Class

Print

100%

OK

# WinGAP Technical Workshop

Industrial/LM,FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

**Sales Criteria**

Starting Date: 01/01/2004  
Ending Date: 12/31/2004  
State Study: ☐

Use Class: ☐ Res ☐ Agr ☐ Com ☒ Ind  
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5  
Reason: ☐ All ☒ FM ☒ LM

**Real Property Criteria**

Starting Map:  Property Class:  Starting Acres: 0.00  
Ending Map:  Property Strat:  Ending Acres: 0.00

GroupBox: Neighborhood Tax Dist Subdivision

Starting:   
Ending:

**Residential Improvement**

Starting:   
Grade: 0  
YR Built: 0  
EFYR Built: 0  
Heated Area: 0

**Commercial Improvement**

Starting:   
Grade: 0  
YR Built: 0  
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3824	0.3882	0.4036
Aggregate	0.3866	0.3948	0.4030
COD	0.0473		
PRD	0.9783		
Number of Samples	36		
Lowest Ratio	0.3118		
Highest Ratio	0.4229		
Min Sample Size	1		
Standard Deviation	0.0490		

View Array

Print Options:  
☐ Summary  
☐ Details

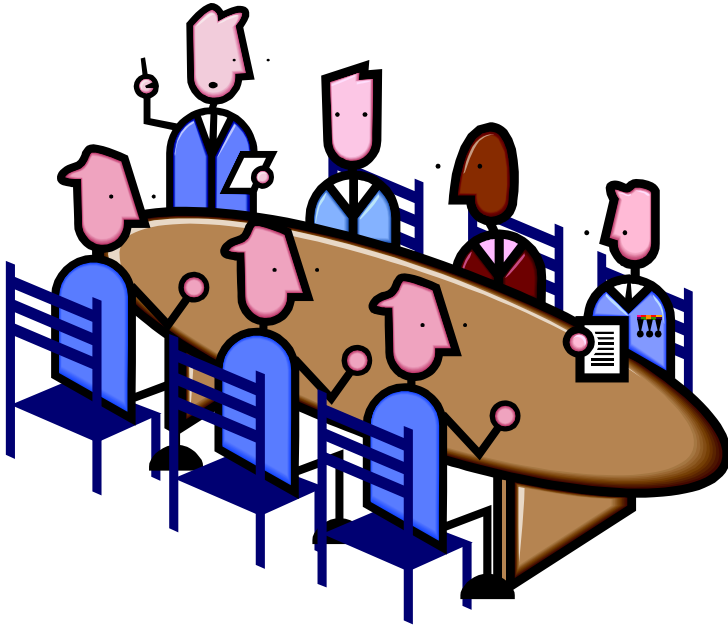
Print Order:  
☐ Ratio  
☐ Acre  
☐ Parcel  
☐ Neighborhood  
☐ Grantor  
☐ Grantee  
☐ Sale Class

Print

100%

OK

## WinGAP Technical Workshop



Take to Sales Ratio List/Results to BOA to be added to the minutes for approval of values for the current year digest. ***(This shows the BOA where the county stands on equalization and level of assessment)***